


## MEMORANDUM

To: Local Chief Elected Officials, City/County Managers

From: Jon A. West, Director, Office of Planning, Research, and Geoanalytics 

Cc: City/County Clerks, City/County Planning Directors, Regional Commission Executive Directors, Regional Commission Planning and Government Services Directors, Association of County Commissioners of Georgia, Georgia Municipal Association

Date: August 31, 2022

**Re: Changes to Annexation Law, Required Process & Materials for Annexation Filing**

As you may be aware, the General Assembly amended the law governing how annexation (and deannexation) of territory is documented and recorded with the State earlier this year. Effective July 1, 2022, [HB 1385](#) requires municipalities that have (de)annexed territory to file a report identifying any property annexed with the Department of Community Affairs (DCA), the Legislative and Congressional Reapportionment Office of the General Assembly, and the appropriate county-level government. The requirement to file with the Reapportionment office is new. As a component of this report, the municipality must include a digital shapefile (i.e., a GIS file) of the (de)annexed area. This is also a new requirement.

In order to assist local governments in meeting the requirement to provide a GIS file when (de)annexing territory, the law now also requires Georgia's regional commissions to assist any municipality in producing the required file if the local government, itself, lacks the ability to complete that task on its own.

Please be aware that, as a result of this new legislation, statute now provides that *no annexed area shall be added to the state map until such report has been properly submitted to the Department of Community Affairs and the Legislative and Congressional Reapportionment Office of the General Assembly.*

To file your annexation report with DCA, you must use our web-based, password-protected reporting system (<http://apps.dca.ga.gov/annexations/>). Note that faxed and mailed (de)annexation reports are no longer being accepted. Failure to properly report annexations and deannexations will prevent the

territory from being moved in both state and federal records—this could impact collection and distribution of tax dollars, delineation of electoral districts, legal authorization to conduct local government services in the affected territory, and a variety of other important functions.

Any local government that has attempted to file an annexation report since July 1, 2022 without the required GIS file, notice to the Reapportionment Office, and/or other necessary materials should understand that no such filing is considered complete and valid until these requirements have been met. If you need assistance, please reach out via the email addresses below or directly to your RC.

**For assistance filing annexation materials with DCA (including issues related to your password), please  
EMAIL [GIS@DCA.GA.GOV](mailto:GIS@DCA.GA.GOV).**

**For assistance filing annexation materials with the Reapportionment Office, please  
EMAIL [ANNEXATIONS@LEGIS.GA.GOV](mailto:ANNEXATIONS@LEGIS.GA.GOV).**

**For assistance producing the required GIS file(s), please reach out to [your regional commission](#).**

*For more information on this topic, please visit DCA's annexation webpage at:  
<http://www.georgiaplanning.com/annex.htm>.*

*NOTE: Nothing in the amended statute affects local governments' obligations under federal law regarding participation in the U.S. Census Bureau's Border & Annexation Survey (BAS). To ensure that up-to-date boundary information is available to federal agencies in administering their programs for the benefit of your citizens, boundary changes must continue to be filed via the BAS program.  
A web-link is provided on our website mentioned above.*