

# Georgia Coordination with the Census Bureau Boundary and Annexation Survey

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[HTTP://www.GeorgiaPlanning.com](http://www.GeorgiaPlanning.com)

# Annexation

- Annexation is the legal process of changing a municipality's physical boundary.
- Cities in Georgia are required to submit a report of the annexation to the Department of Community Affairs.
- Annexing cities are required to participate in Census Boundary and Annexation Survey (BAS).

# Partnership

- January 2000, State of Georgia and US Census Bureau (USCB) developed an informal partnership to improve BAS.
- USCB agreed to survey any city during the next BAS following any annexation activity.
- Georgia agreed to help coordinate and focus survey and to support participation by local governments.
- June 2005, Georgia and USCB sign formal agreement to continue and develop BAS partnership.

Annexation reports are submitted to DCA in several ways.

The screenshot shows a web browser window with the address bar displaying <http://www.georgiaplanning.com/annex.htm>. The website header features the logo for "GEORGIA PLANNING Department of Community Affairs" with a peach graphic. A navigation menu includes links for Home Page, DataViews, Rules, QLG Status, DRI Online, PlanBuilder, DCA Website, and Contacts. The main content area is titled "Annexation Information and Resources" and contains the following sections:

- File Annexation Report Online**: Governments can now submit and track their annexation reports to DCA via the Internet. Use the same login and password that was previously given to your Mayor for DCA surveys, which will enable you to submit all new annexation reports electronically. No mailing of paper documents is needed. This online reporting tool will also conveniently display all of the annexation reports previously submitted to DCA.
- Annexation Report Form for Fax and Mail**: You may complete this form online, print it and send it to DCA. (Requires Adobe Acrobat Reader; follow link at bottom of page to acquire this free tool.) Alternatively, you may also print and use this [text format](#) form, complete and send it to DCA. [Instructions](#) are included with these forms.
- Mailing Address for Annexation Reports**- Please mail annexation reports to:  
**Annexation Reports**  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia  
30329-2231

A sidebar menu on the left lists various categories: MAIH MENU, Planning Jurisdictions (Local Planning, Regional Planning, State Planning), Planning Topics (Data and Maps, Solid Waste, Water Resource, Construction Codes), and Other (RDC Work Program, RDC FTP Site, Related Links, Send Email).

# Annexation Report Activity

- Cities have submitted 3974 annexation reports to DCA since 2000.
- Annexation Reports for 2000- 2001 alone consume 14 cubic feet of file cabinet space, i.e., 7-ft<sup>3</sup> per annum.
- Spring 2003, DCA introduced Online Annexation Report Tool.
- Cities submitted 835 annexation reports in 2004.
- During 2004 and the current year, 87-percent of reports were submitted via the DCA Online Annexation Report Tool, requiring no transcription or paper document handling by DCA staff. Projected records storage requirements have been reduced to less than 2-ft<sup>3</sup> per annum.

# Online Annexation Report by Local Government to DCA

## Annexation Report Edit/Review Form [\(HELP\)](#)

[Go Back to Cartersville Reports](#) without making changes.

**Step 1:** Check if the contact information below is accurate. Update this information as needed and click the "Update Contact Information" button.

Contact Information	
Contact Position:	<input type="text" value="Director, Community Services"/>
Contact Name:	<input type="text" value="Pete Alday"/>
PO Box:	<input type="text" value="1390"/>
Address:	<input type="text" value="10 North Public Square"/>
City/Zip:	<input type="text" value="Cartersville"/> , GA <input type="text" value="30120"/>
Phone:	<input type="text" value="770 387 5661"/>
Fax:	<input type="text"/>
Email:	<input type="text" value="palday@cityofcartersville.org"/>
<input type="button" value="Update Contact Information"/>	

NOTE: This button updates the contact info (step 1).

**Step 2:** Update incorrect fields and questions. Add comments if needed. Click the "Update Annexation Report" to change the previously filed report.

<b>Annexing Municipality:</b>	Cartersville
<b>County in which annexation occurred:</b>	<input type="text" value="Bartow"/>
<b>DCA id:</b>	301610
Authorization Type:	<input type="text" value="Ordinance"/>
Authorization Number (Details):	<input type="text" value="15-02"/>
Authorization Date (m/d/y) (Note):	<input type="text" value="3/7/2002"/>
Date Effective (Note):	<input type="text" value="4/1/2002"/>
Acreage:	<input type="text" value="3.22"/>
Date Annexation Report processed by DCA:	3/18/2002 3:55:00 PM
Annexation Type:	<input type="button" value="Annex"/> <input type="button" value="De-annex"/>

### Acknowledgements (Highlight your selection):

- Yes  No I acknowledge that the city has sought preclearance for this annexation from the US Department of Justice as required by the federal Voting Rights Act of 1965 and OCGA 36-36-3(f). I will keep the transmittal letter to the DoJ on file and agree to send it to DCA upon request.
- Yes  No I acknowledge, as required by OCGA 36-36-3(a)(3), that the city will add the annexed area to maps provided by the United States Bureau of the Census during their next regularly scheduled Boundary and Annexation Survey of the municipality. The city will complete and return the survey and map as instructed by the Census Bureau.

### Comments

NOTE: This button updates a past annexation report (step 2).

# Online Annexation Report by Local Government to DCA

**Annexation Reports for Cartersville**

[FILE A NEW ANNEXATION REPORT \(Click Here\)](#)

DCAid	Authorization Number	Effective Date	Authorization Date	County	Comments
<a href="#">300184</a>	14-00	6/30/2000	5/4/2000	Bartow	
<a href="#">300185</a>	12-00	6/30/2000	5/4/2000	Bartow	
<a href="#">300186</a>	39-00	9/30/2000	8/3/2000	Bartow	
<a href="#">300183</a>	39-00	9/30/2000	8/3/2000	Bartow	
<a href="#">300057</a>	50-00	12/31/2000	11/2/2000	Bartow	Has map registration coordinates.
<a href="#">300058</a>	52-00	12/31/2000	11/2/2000	Bartow	Has map registration coordinates.
<a href="#">300059</a>	55-00	12/31/2000	11/2/2000	Bartow	Has map registration coordinates.
<a href="#">300557</a>	57-00	12/31/2000	12/7/2000	Bartow	
<a href="#">300932</a>	15-01	4/1/2001	3/15/2001	Bartow	
<a href="#">301370</a>	22-01	7/1/2001	6/7/2001	Bartow	3.463 acres, Donna Barrs 231 Old Grassdale Road. LL 195, 5th Dist, 3rd Sect., Tax Map 0070, Block 00195, Parcel 005 and contians, 3.463 acres.
<a href="#">301175</a>	26-01	8/1/2001	7/11/2001	Bartow	
<a href="#">301262</a>	30-01	9/1/2001	8/2/2001	Bartow	
<a href="#">301474</a>	47-01	12/1/2001	11/1/2001	Bartow	
<a href="#">301475</a>	45-01	12/1/2001	11/1/2001	Bartow	
<a href="#">301512</a>	02-02	2/1/2002	1/3/2002	Bartow	
<a href="#">301557</a>	06-02	3/1/2002	2/7/2002	Bartow	5.090 acres owned by Lewis Ross Whatley; C. Thovas Beville, II and Saunders Jones, Jr. for property located at Medical Drive off Ga. Hwy.20.
<a href="#">301609</a>	13-02	4/1/2002	3/7/2002	Bartow	1.227 acres DeVonne Sullins Felton Road at J.F. Harris Parkway (U.S. 41) land lot 168, 4th dist., 3rd Section. Tax Map 78 and Parcel #0004
<a href="#">301610</a>	15-02	4/1/2002	3/7/2002	Bartow	3.223 acres EEC, LP for property located off U.S. Hwy 41 in Land Lot 121, 4th Dist, 3rd Sect.

## Summary Report by DCA to Census Bureau

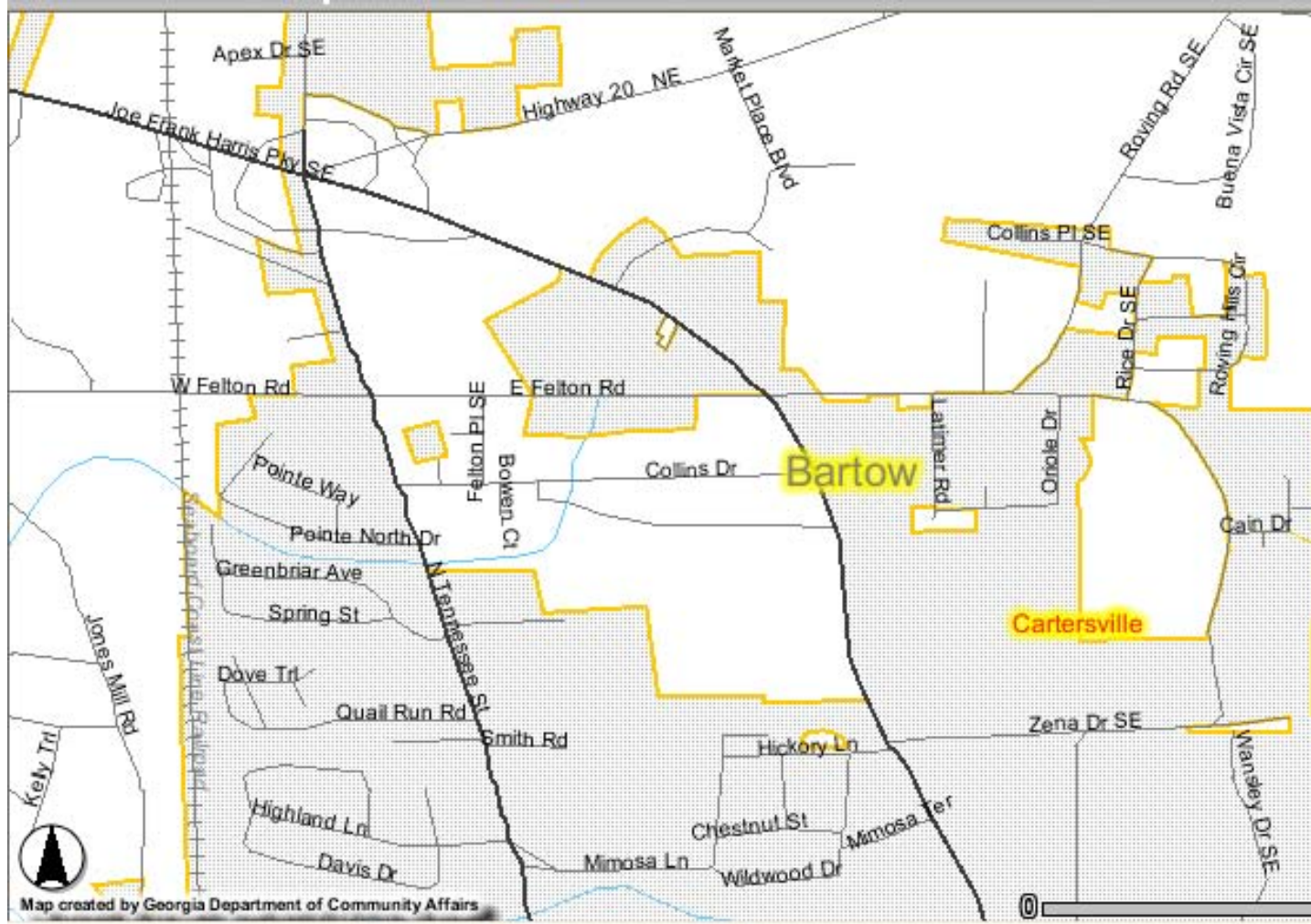
1	Entity Name	Expanded LSAD	State Code	FIPS55	BAS Entity Code	Annexed2004
2	Abbeville	city	13	00184	11300000184	FALSE
3	Acworth	city	13	00408	11300000408	TRUE
4	Adairsville	city	13	00436	11300000436	TRUE
5	Adel	city	13	00576	11300000576	FALSE
6	Adrian	city	13	00660	11300000660	FALSE
7	Ailey	city	13	00828	11300000828	FALSE
8	Alamo	city	13	00996	11300000996	FALSE
9	Alapaha	town	13	01024	11300001024	FALSE
10	Albany	city	13	01052	11300001052	FALSE
11	Aldora	town	13	01248	11300001248	FALSE
12	Allenhurst	town	13	01472	11300001472	FALSE
13	Allentown	city	13	01500	11300001500	FALSE
14	Alma	city	13	01612	11300001612	FALSE
15	Alpharetta	city	13	01696	11300001696	TRUE
16	Alston	town	13	01808	11300001808	FALSE
17	Alto	town	13	01948	11300001948	TRUE
18	Ambrose	city	13	02060	11300002060	FALSE



# BAS Map Edits by Local Government



# Boundary as Updated in TIGER/Line 2004



# State Certification: Active Local Governments

13LIST3a Incorporated : Table						
ID	County Name	Place Name + LSAD*	Part Flag	FS	Memo	
1	Appling County	Baxley city		Active		
2	Appling County	Graham city		Active		
3	Appling County	Surrency town		Active		
4	Atkinson County	Pearson city		Active		
5	Atkinson County	Willacoochee city		Active		
6	Bacon County	Alma city		Active		
7	Baker County	Newton city		Active		
8	Baldwin County	Milledgeville city		Active		
9	Banks County	Alto town	(part)	Active		
10	Banks County	Baldwin city	(part)	Active		
11	Banks County	Gillsville city	(part)	Active		
12	Banks County	Homer town		Active		
13	Banks County	Lula city	(part)	Active		
14	Banks County	Maysville town	(part)	Active		
15	Barrow County	Auburn city	(part)	Active		
16	Barrow County	Bethlehem town		Active		
17	Barrow County	Braselton town	(part)	Active		

# State Certification: Annexations and Detachments

13LIST2a BAS : Table							
ID	Place Name	Number	Effective Date	Acreage	Memo	DCA-ID	DCA-ID-Duplicate
1	Acworth	2001-04	2/1/2001	7.2		301013	
2	Acworth	2000-05	2/3/2000	38.8	0	0	
3	Acworth	2000-14	4/6/2000	7.1	2	300046	
4	Acworth	2000-16	4/6/2000	1.1	2	300095	
5	Acworth	2001-17	5/17/2001	12.5	2	301263	
6	Acworth	2000-19	8/3/2000	23.2	2	300063	300075
7	Acworth	2001-36	9/6/2001	5.2	2	301488	
8	Acworth	2000-29	9/7/2000	1.6	2	300064	
9	Acworth	2001-38	10/4/2001	12.5	2	301489	
10	Acworth	2001-42	11/1/2001	0.6	2	301490	
11	Acworth	2001-44	11/15/2001	20	2	301491	
12	Acworth	2001-46	12/6/2001	19.8	2	301492	
13	Acworth	2000-31	12/7/2000	32.2	2	300593	300603
14	Acworth	2000-36	12/7/2000	12.2	2	300594	300602
15	Acworth	2000-38	12/7/2000	1.1	2	300595	300601
16	Acworth	2001-48	12/20/2001	18.4	2	301493	
17	Adairsville	1	7/14/2001	56.5	0	0	
18	Alpharetta	A-00-02	2/26/2001	85.1	2	300962	
19	Alpharetta	A-99-05	2/28/2000	1.6	0	0	
20	Alpharetta	A-01-02	9/24/2001	82.3	2	301274	

# BAS Requirement in State Law

Annexation Reports from cities to DCA must include a statement of intent to participate in BAS:

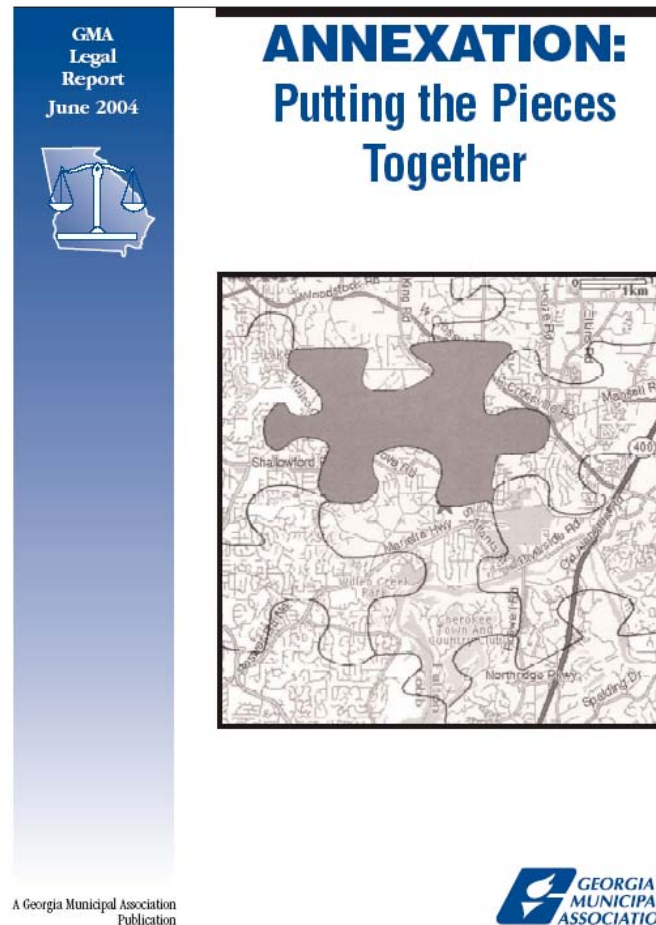
“A letter from the governing authority of any municipality annexing property stating their intent to add the annexed area to maps provided by the United States Bureau of the Census during their next regularly scheduled boundary and annexation survey of the municipality and stating that the survey and map will be completed as instructed and returned to the United States Bureau of the Census.”

Cities are further directed to participate in BAS:

“The governing authority of any municipality annexing property shall add all annexed areas to maps provided by the United States Census Bureau during the next regularly scheduled boundary and annexation survey of the municipality, complete the survey and map as instructed, and return them to the United States Census Bureau within the time frame requested.”

From sections OCGA 36-36-3(a)(3) and 36-36-3(g)

# BAS Requirement Documented in *Georgia Municipal Association Annexation Guidebook*



# Census Boundary Requirement in Local Planning

Rules of  
Georgia Department of Community Affairs  
Chapter 110-12-1  
Standards and Procedures for Local Comprehensive Planning  
“Local Planning Requirements”

(Effective Date: May 1, 2005)

**Boundaries.** All administrative or political boundaries on maps submitted to the Department must include the latest available boundaries from the US Bureau of the Census. In the event that the U.S. Census boundary map provided on the Department’s website does not represent current municipal boundaries, due to recent annexations or de-annexations that have not yet been reported through the official US Bureau of the Census Boundary and Annexation Survey update process, the plan preparer must use the most accurate representation of boundaries available. However, in cases where it is necessary to submit such alternate boundaries to the Department, the affected municipality is advised that O.C.G.A. 36-36-3 requires cities to report all annexations to the Department. Consequently, the municipality will be expected to participate in the next annual Boundary and Annexation Survey to reconcile these differences in their boundary map (see the Annexation section at <http://www.GeorgiaPlanning.com> for detailed instructions).

From section 110-12-1-.07(3)(c)

# Terms of the Agreement: USCB

- In the first quarter of each year, conduct the Boundary and Annexation Survey (BAS) of local governmental units in order to collect and improve the legal boundary data in the Topologically Integrated Geographic Encoding and Referencing (TIGER) database.
- Where the local BAS participant is using paper maps to annotate boundary changes, Census sends two sets of maps so that the local government can retain one set for their records, and to facilitate local government QA of USCB digitizing during the next BAS.
- In February or March of each year, Census provides the state with a list of all non-responding entities in the BAS.
- In the Fall of each year, Census provides the state with digital scanned images of all annotated BAS maps that were submitted to the USCB.
- Every other year, Census provides the state with data and materials to allow the state to certify that the boundaries, and the recent BAS changes submitted by local governments are legal and accurate.
- Census provides the state and local governments with guidelines for the submission of digital boundary files in BAS.
- Census will develop a web-based application to allow local governments to submit boundary change information via the web by 2008.
- Census will encourage the development of a coordinated, topologically-integrated, statewide boundary GIS by participating in relevant state and regional GIS initiatives, conferences, and meetings.



# Terms of the Agreement: Georgia

- Provide the USCB with a series of data tables that list each of the governmental units with known boundary changes reported to the state of Georgia. Tables are to be submitted no later than September 30, and December 3, of each year.
- Assist the USCB in promoting and encouraging local government participation in the BAS.
- Assist the USCB in maintaining an accurate and complete database of local government BAS participant contacts and Highest Elected Officials (HEOs).
- In March-April of each year, assist the USCB in following up with BAS non-respondents.
- Review and certify the accuracy and completeness of the governmental boundary data in TIGER and other USCB databases.
- Encourage the development of a coordinated, topologically-integrated, statewide boundary GIS by participating in relevant state and regional GIS initiatives, conferences, and meetings.

# BAS Assistance to Local Governments

- Base Map Maintenance using the US Census Digital Boundary and Annexation Survey:
  - Assistance to Cities
  - Assistance to Counties
- Delivered via Regional Development Center (RDC) planning and GIS services, under contract from DCA.
- RDC and local government must develop and submit a maintenance plan to DCA.

# Assistance to Local Governments: Regional Development Centers



# BAS Assistance to Local Governments: Cities

Meet with the city official(s) responsible for completing the BAS to develop an assistance plan. The assistance plan must document:

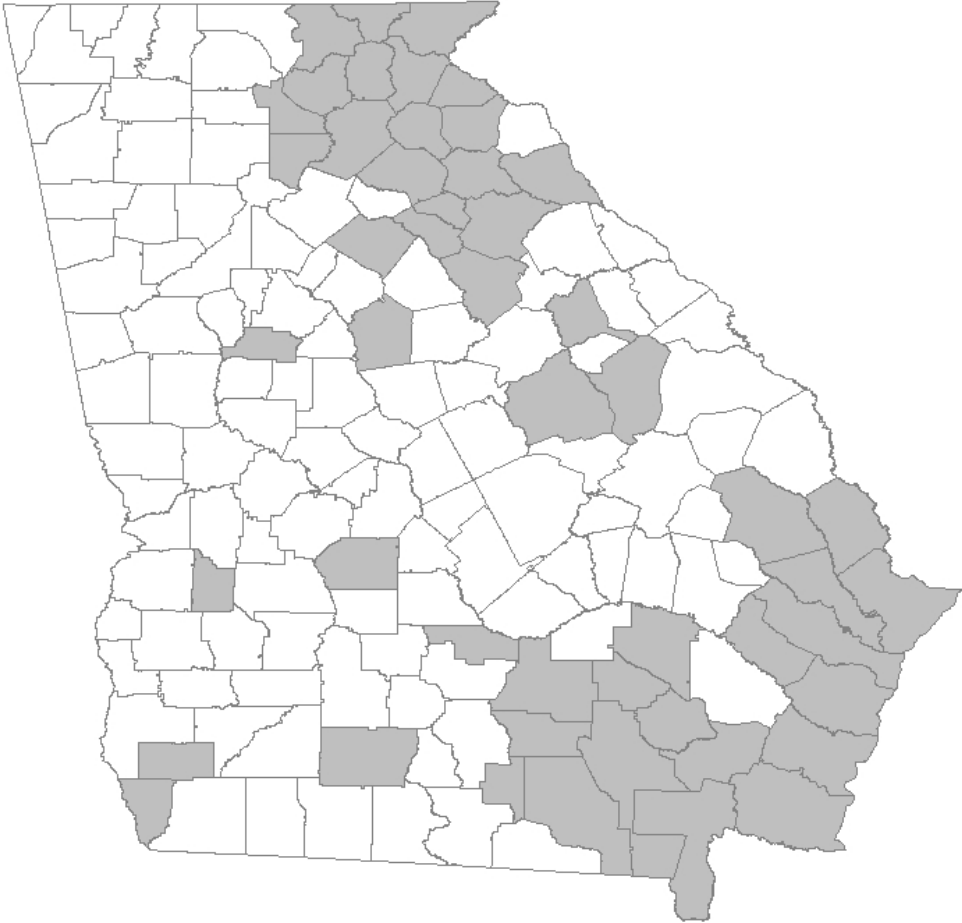
1. How annexation ordinances and maps are presently filed (where physically located, how indexed, etc).
2. How annexation information has been transferred to BAS maps during the past (who does it, how do they do it, etc.).
3. How annexations will be filed and mapped on an interim basis to facilitate BAS.
4. Explain how the city will identify address breaks at new city boundaries.
5. Other recommendations to improve boundary map maintenance.

# BAS Assistance to Local Governments: Counties

Meet with the county official(s) responsible for completing the BAS to develop an assistance plan. The assistance plan must document:

1. What boundary map discrepancies will be resolved.
2. What process will be used to help the counties resolve the map discrepancies between counties and Centers where applicable.
3. What maps or other documents are available to help resolve the boundary discrepancies.
4. How the Center will coordinate and help the affected counties submit identical BAS map corrections.
5. What source map will be used to add new or corrected roads to the BAS map.

# Digital BAS: Georgia MTAIP Counties in TIGER/Line 2003



# Results of Partnership

- Single boundary map maintained and recognized by state.
- More timely update of changing boundaries.
- Opportunity for more timely update of street centerlines and addresses.
- Better overall maps due to increased coordination between local, state and national mapping initiatives.

# Recommendations

- Perennial Digital BAS (instead of annual).
- Provide example BAS submission in Geodatabase format.
- Collect 'Authorization Date' on BAS Form 1A (in addition to Effective Date) to aid state certification.



# Collect Authorization Date also

Some cities errantly report the Authorization Date as the Effective Date. This makes it difficult to later match the state records with the state certification list provided by the USCB, especially for those cities that do not use ordinance numbers. Providing both dates would simplify state certification.

FORM <b>BAS-1A</b> (1-21-2004)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU					
<b>BOUNDARY AND ANNEXATION SURVEY</b>							
<b>INCORPORATED MUNICIPALITIES - Continuation</b>							
Municipality name						Type	State
<b>CENSUS USE ONLY</b>		State code	County code	Municipality code			
<b>ANNEXATIONS AND DETACHMENTS</b>							
Please review the instructions and the preprinted entries for correctness and completeness. Then please print below the information requested for all annexations and detachments that have occurred during this period. In column (1) below, please enter <b>A</b> for annexations, <b>D</b> for detachments, and <b>O</b> for other.							
Type of change (1)	Authorization Enter in column (2) - <b>O</b> - Ordinance <b>R</b> - Resolution <b>L</b> - Local law <b>S</b> - State-level action <b>X</b> - Other type		Effective date Month, day, year (4)	County or parish in which <b>A</b> (annexation) <b>D</b> (detachment) or <b>O</b> (other) occurred (5)	Minor civil division (if any) in which <b>A</b> (annexation) <b>D</b> (detachment) or <b>O</b> (other) occurred (6)	Estimated areas	
	Type (2)	Number (3)				Square miles (Hundredths) (7)	OR Acres (Tenths) (8)



# References:

- Deifenbacher, Jennifer G.S. and W. Edwin Sumner. Annexation: Putting the Pieces Together. Georgia Municipal Association. 2004.
- Georgia Department of Community Affairs. Rules of the Georgia Department of Community Affairs. Chapter 110-12-1. Standards and Procedures for Local Government Comprehensive Planning. 2005.
- Georgia Office of the Secretary of State. **OCGA 36-36-3** in Official Code of Georgia Annotated. Lexis Publishing. Charlottesville, Virginia. 2004.
- Steinbauer, Paul E.; Betty J. Hudson, Harry W. Hayes, and Rex L. Facer II. An Assessment of Municipal Annexation in Georgia and the United States: A Search for Policy Guidance. Carl Vinson Institute of Government. University of Georgia. 2002.