



**Planning &
Neighborhood Development**
35 Cabarrus Avenue, West
PO Box 308 Concord, NC 28026
Phone: 704-920-5152
Email: jamesa@concordnc.gov

Petition for Annexation into the Concord City Limits

Section A Submittal Checklist	
Please include all of the following (check off). If any information is missing from the application package, you will be asked to resubmit the petition with all required materials. Please carefully check the list below before you submit:	
Required – An incomplete application will delay the annexation process.	
	Written metes and bounds description of the property to be annexed. (Must include in application packet <u>and</u> email a Microsoft Word version to jamesa@concordnc.gov . Mark as Exhibit A. Source can be from Survey or Deed.
	Map showing above written metes and bounds description of the property to be annexed <u>in relation to the current city limits</u>. Mark as Exhibit B.
	A Current County Tax Map with parcels included in the annexation request clearly marked. Mark as Exhibit C. http://gis.cabarruscounty.us/gisdataexplorer/
	Correct Parcel Identification Number(s) (PIN) on second page of application. This is very important. Please indicate if the property to be annexed is only a portion of an existing parcel. http://gis.cabarruscounty.us/gisdataexplorer/
	Property Owners' Signatures, Date of Signatures, and addresses. See page 3 of this application. <u>All real property owners</u> must sign the application, and such signature <u>must be notarized</u>. An authorized representative must sign on behalf of each legal entity that holds ownership of the property and <u>such representative's signature must be notarized</u>. <u>One signature for each legal ownership interest in the property</u>. Please include signatures of new owners if ownership will change during the annexation process.
	Notary Statements for each signature
	General Warranty Deed showing ownership of the property. Petitioners must submit a title opinion or title insurance if a general warranty deed is not available. Upon review, a title opinion may be required in addition to a general warranty deed.
	Statement of vested rights claimed, if any.
	Application Fee Application Fee (\$300 - Less than 3 Acres; \$400 - 3 – 5 Acres; \$500 - Over 5 Acres and less than 10 Acres; \$1000 - 10 Acres and Greater)
	A letter authorizing a developer or agent to handle annexation petition (e.g. withdraw, delay/reactivate petition).
	This application form (Sections A, B, C, and D) completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines noted in section B of this application, page 2.
	Letter of Acknowledgement and Acceptance of Risk must be signed by the developer/applicant and the property owner.
Optional, but will assist in the steps following the annexation process	
	Section E (Supplemental Information)
	Copy of any proposed plans, which may include but is not limited to a preliminary site plan or final site plan
	Appropriate application(s) for City of Concord Planning & Zoning Commission (Rezoning Petition)
	List of Current Adjacent Property Owners

Section B Submittal Deadlines

Petitions for annexation are accepted by Planning & Neighborhood Development at any time. Find annexation schedule here: <https://www.concordnc.gov/Departments/Planning/Planning-Services/Annexations> **The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the City Clerk.**

(The City reserves the right to make exceptions to this tentative processing schedule for any reason, including when outstanding staff comments need to be addressed.)

Section C Summary Information / Metes and Bounds Descriptions**Development Project Name****Street Address****Cabarrus County Property Identification Number(s)** list below

P.I.N.

P.I.N.

P.I.N.

P.I.N.

P.I.N.

P.I.N.

Acreage of Annexation Site**Annexation site is requesting connection to City of Concord Water _____ and/or Sewer _____****Person to contact if there are questions about the petition****Name****Address****Phone****Fax #****Email****Written metes and bounds description of property to be annexed**

Attach additional sheets if necessary. Petitioners must submit an electronic Microsoft Word version. Petitioners must email an electronic copy to jamesa@concordnc.gov.

Section D Annexation Petition

State of North Carolina, Cabarrus County, Petition of Annexation of Property to the City of Concord, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section C) respectfully request the annexation of said property to the City of Concord, North Carolina. **The petitioners understand and agree that any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners.** The property to be annexed is:

Contiguous to the present primary corporate limits of the City of Concord, North Carolina, or

Satellite (Not Contiguous) to the municipal limits of the City of Concord, and meets all of the requirements for **NCGS §160A-58.1(b)**. This includes that if any portion of an area of the proposed annexation is part of a subdivision, all of the subdivision must be included.

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? Yes ____ No ____

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this ____ day of _____, 20____ by the owners of the property described in Section C.

Owner's Signature(s)

Include signatures of new owners if ownership will change during the annexation process.

Indicate if owner is signing on behalf of legal entity and in what capacity.

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

Print Name _____ Phone _____

Address _____

Signature _____ Date _____

A notary statement must be completely filled out for each signature.

PETITION MUST BE NOTARIZED

State of: _____
County of: _____

Use this section for individual landowners.

I, _____[Notary's Name], a Notary Public for said County and State, do hereby certify that the landowner, _____[Name of Landowner], as stated on the annexation petition, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Use this section for all land owners that are not individuals, such as (without limitation) corporate land owners, properties held in an estate, properties held in trust, etc.

I, _____[Notary's Name], a Notary Public for said County and State, do hereby certify that _____[Representative for Landowner], a duly authorized representative for _____[Landowner], mentioned on the annexation petition as the landowner, personally came before me this day and acknowledged that he is _____[Title] of said land owner, and acknowledged on behalf of said landowner, the due execution of the foregoing instrument.

Use this section for all individual landowners that are having a Power-of-Attorney execute the Annexation Request.

I, _____[Notary's Name], a Notary Public for Said County and State, do hereby certify that, _____[Attorney-In-Fact's Name], Attorney-in-Fact for _____, [Name of Landowner(s)] personally appeared before me this day, and being by me duly sworn, say that he/she executed the foregoing and annexed instrument for and on behalf of said Landowner(s) and that his/her authority to execute and acknowledge said instrument is contained in an instrument duly executed, acknowledged and recorded in the office of the Register of Deeds in the County of _____, State of _____, [County & State of Recording Office] on the ____ day of _____, 20____, [Date of Recording of the Document] and that this instrument was executed under and by virtue of the authority given by said instrument granting him power of attorney. I further certify that the said Attorney-In-Fact acknowledged the due execution of the foregoing instrument for the purposed therein expressed for and on behalf of said Landowners.

Witness my hand and official seal this ____ day of _____, 20____.

Notary Public

My commission expires _____, _____

[SEAL of Notary Public]

Notary's Stamp:

Section E Supplemental Information

In order for the City of Concord to better serve annexation areas, now and in the future, the City requests the following information from you. Please give your best estimates where they are needed. Contact information for relative City Departments can be found at the end of the worksheet. Please indicate 'N/A' for questions on which you have no information.

Acreage of Area									
Current Population of Area									
Current Zoning of Area									
Desired City Zoning of Area									
Proposed Use (i.e. residential, commercial, or industrial)									
Estimated Total Value of Residential Units for the Proposed Development									
Total Proposed Number of Dwelling Units									
Type of Proposed Dwelling Units (Single Family Detached, Single Family Attached, Multi-Family)									
Year 1		Year 2		Year 3		Year 4		Year 5	
Estimated Total Value of Business Units for the Entire Proposed Development									
Commercial Value			Industrial Value			Other (not-for-profit) Value			
Proposed Number of Commercial									
Year 1		Year 2		Year 3		Year 4		Year 5	
Proposed Number of Industrial									
Year 1		Year 2		Year 3		Year 4		Year 5	
Proposed Number of Other (not-for-profit)?									
Year 1		Year 2		Year 3		Year 4		Year 5	

Section E (continued) Supplemental Information**Street Information****Proposed total linear mileage of roadway installed**

Year 1

Year 2

Year 3

Year 4

Year 5

Proposed total number of non-state maintained street miles

Year 1

Year 2

Year 3

Year 4

Year 5

Water Information**Typical water service(s) (i.e. 3/4", 1", etc.)****Number of services installed by developer (by service type)**

Year 1

Year 2

Year 3

Year 4

Year 5

Number of services requested (by service type)

Year 1

Year 2

Year 3

Year 4

Year 5

Typical irrigation meter size(s) to be installed (i.e. 3/4 ", 1", etc.)**Number of Services Requested**

Year 1

Year 2

Year 3

Year 4

Year 5

Estimated Mileage of Water Pipe Needed

Year 1

Year 2

Year 3

Year 4

Year 5

Sewer Information**Typical sewer service(s) (i.e. 4", 6", 8" etc.)****Number of services installed by developer (by service type)**

Year 1

Year 2

Year 3

Year 4

Year 5

Number of services requested (by service type)

Year 1

Year 2

Year 3

Year 4

Year 5

Estimated Mileage of Water Pipe Needed

Year 1

Year 2

Year 3

Year 4

Year 5

Section E (continued) Supplemental Information

Solid Waste Data

Number of Rollouts needed for Multi-Family Units									
Year 1		Year 2		Year 3		Year 4		Year 5	
Number of commercial units using City rollout collection									
Year 1		Year 2		Year 3		Year 4		Year 5	
Number of commercial units needing corrugated (cardboard) recycling									
Year 1		Year 2		Year 3		Year 4		Year 5	
Number of commercial units needing white paper pick-up (recycling)									
Year 1		Year 2		Year 3		Year 4		Year 5	

PLEASE SUBMIT ANY SKETCH PLANS OR PRELIMINARY PLATS THAT YOU MAY CURRENTLY HAVE FOR YOUR PROJECT.

City Contact Information

Planning and Neighborhood Development	704-920-5146
Water Resources Director	704-920-5343
Director of Electric Services	704-920-5301
Director of Engineering	704-920-5401
Solid Waste Manager	704-920-5351
Fire Chief	704-920-5536
Police Chief	704-920-5000
Transportation	704-920-5362
Legal	704-920-5114