

PETITION REQUESTING ANNEXATION INTO CONOVER CITY LIMITS

TO THE CITY COUNCIL OF THE CITY OF CONOVER

DATE OF SUBMITTAL: _____

We, the undersigned owners of real property, respectfully request annexation of the area described in this application into the City of Conover, North Carolina.

OWNER(S) OF PROPERTY TO BE PETITIONED:

Please list names and addresses of **ALL** owners of the real property considered for annexation. If ownership is a corporation or partnership, please provide such name and signature of the person authorized to sign on behalf of the corporation or partnership with documentation verifying that authority. If in joint ownership, please provide names, signatures, and addresses for ALL owners.

Name (Please Print) _____ Phone _____

Physical Address of Annexation _____

Parcel Identification Number(s) _____

Property Owner Address _____

Property Owner Mailing Address _____

E-mail Address _____

Signature _____ Date _____

Name (Please Print) _____ Phone _____

Physical Address of Annexation _____

Parcel Identification Number(s) _____

Property Owner Address _____

Property Owner Mailing Address _____

E-mail Address _____

Signature _____ Date _____

Name (Please Print) _____ Phone _____

Physical Address of Annexation _____

Parcel Identification Number(s) _____

Property Owner Address _____

Property Owner Mailing Address _____

E-mail Address _____

Signature _____ Date _____

(IF MORE SPACES ARE NECESSARY, PLEASE USE A DUPLICATE PAGE)

ANNEXATION INFORMATION:

Is the property contiguous or non-contiguous?

- ☐ The area is Contiguous to the Conover City Limits
- ☐ The area is Non-contiguous to the Conover City Limits and meet all the requirements for N.C.G.S. 160A-58.1(b)

Are there vested rights on this property?

- ☐ Yes (Please provide proof that vested rights have been granted by City Council.)
- ☐ No

The boundaries of such area are described by the following information:

(Please include all the following information with this petition)

☐ TAX MAP OF PROPERTY and # _____

☐ COPY OF DEED FOR EACH PARCEL (Please include with this petition)

☐ CATAWBA COUNTY PROPERTY IDENTIFICATION NUMBER(S):

☐ ADDRESS OF ALL PROPERTY/PROPERTIES TO BE ANNEXED (If available):

☐ METES AND BOUNDS LEGAL DESCRIPTION OF THE PROPERTY/PROPERTIES TO BE ANNEXED (This description should match the information provided on the Annexation Map/Plat. Please send as Word Document by email to stephanie.watson@conoverncc.gov)

☐ ANNEXATION MAP/PLAT (Please provide **ALL** the following):

(Detailed requirements for the Annexation Map/Plat are listed on the following page)

	Two (2) paper copies by licensed North Carolina registered surveyor (MAP SIZE: 24" X 36" OR 18" X 24". Rolled, not folded.) that are ready for recordation in a layout approved by the Catawba County Register of Deeds and N.C.G.S. § 47-30; AND
	Digital copy of same Map/Plat (Please send digital copy to stephanie.watson@conoverncc.gov)

An Annexation Petition fee of \$300 must accompany the submittal of the annexation petition.

RECEIPT OF PETITION

I, _____, City Clerk for the City of Conover
received the complete Annexation Petition on _____.

City Clerk

(SEAL)

ANNEXATION MAP/PLAT SUBMITTAL CHECKLIST

Please include all the following (An incomplete application will delay the annexation process):

Please provide copies of Annexation Map/Plat in ALL the following formats:

	Two (2) paper copies by licensed North Carolina registered surveyor (MAP SIZE: 24" X 36" OR 18" X 24". Rolled, not folded.) that are ready for recordation in a layout approved by the Catawba County Register of Deeds and N.C.G.S. § 47-30; AND
	Digital copy of same Map/Plat (Please send digital copy to stephanie.watson@conoverncc.gov)

To be included within the Annexation Map/Plat:

	Title ("Satellite Annexation" or "Contiguous Annexation")
	Title (Known as _____) *Should include name of property owner(s)
	Address (Physical Address if property has one)
	For Each Parcel: Owner Name, Parcel Identification Number, Deed Book Number, Acreage of Parcel
	Date of Survey and Surveyor Statement (See N.C.G.S. § 47-30)
	_____ Township, _____ County
	The name and address of surveyor preparing the map/plat, including the firm name and license number (if applicable) (See N.C.G.S. § 47-30)
	Map Scale or scale ratio in words or figures and bar graph
	North Arrow
	Show size of area to be annexed in acres
	Show all property boundaries
	Show clear annexation boundaries and label "New City Limits"
	Show existing city limits with lines and label "Existing City Limits"
	Calls and distances for each boundary segment
	Vicinity Map
	Adjacent Street Names
	Type and Size of existing property corner markers
	City Clerk Certification of Adoption (As is shown or similar to below): STATE OF NORTH CAROLINA CATAWBA COUNTY THE PROPERTY ON THIS PLAT WAS DULY APPROVED FOR ANNEXATION BY THE CITY COUNCIL OF THE CITY OF CONOVER ON THE _____ DAY OF _____, 20____. _____ CITY CLERK
	Review Officer Certification STATE OF NORTH CAROLINA COUNTY OF CATAWBA I, _____, A REVIEW OFFICER OF CATAWBA COUNTY CERTIFY ON THIS _____ DAY OF _____, 20____, THAT THE MAP TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING. _____ REVIEW OFFICER
	If satellite annexation, show area proposed for annexation with relation to the primary corporate limits of the City of Conover. Where applicable, also show area of closest relation to another City.
	Any other information as required by North Carolina General Statutes, particularly but not necessarily limited to N.C.G.S. § 47-30

VOLUNTARY ANNEXATION PROCEDURES

Annexation is the process by which a city expands its boundaries into unincorporated adjacent lands, resulting in the extension of city services into the newly encompassed areas. Annexation by petition is more commonly referred to as a voluntary annexation and requires one hundred percent (100 %) of property owner(s) consent.

Note: Property annexation will likely also require rezoning your property. Please contact the City of Conover's Planning Department about the rezoning process.

Planning Department: (828) 464-1191

STEPS FOR VOLUNTARY ANNEXATION:

- 1) Submit Annexation Petition and Annexation Map/Plat that is ready for recordation with **ALL** requested items to the City Clerk's Office. **An Annexation Petition fee of \$300 is due at time of petition submittal.**

Note: The annexation petition is not considered complete and cannot be evaluated by City staff until all items listed on the Annexation Petition (including a recordable Annexation Map/Plat) have been submitted to the City Clerk's Office.

- 2) Once the completed petition has been submitted, the petition will undergo a thorough review, including evaluations by multiple City Departments and when necessary, other surrounding cities.

Note: Due to the petition being reviewed by multiple departments and potentially other cities, the review process may take some time to complete. The City will work to expediate the process where possible.

- 3) If all requirements in the annexation petition are deemed met, the City Clerk submits Annexation Petition with a Certificate of Sufficiency to City Council during a regularly scheduled Council Meeting.

Note: Due to submittal deadlines for Council Meeting Agendas, submittal to Council may be delayed depending on when the petition is submitted. The City Clerk will notify petitioner when the Annexation Petition will be added to Council's Agenda.

- 4) **Council Meetings:**

- a. **1st Council Meeting:** Council receives the completed Annexation Petition and Certificate of Sufficiency from the City Clerk and calls for a Public Hearing on the Question of Annexation. Public Hearing for Annexation is advertised following guidelines set by North Carolina General Statutes
- b. **2nd Council Meeting:** Council holds Public Hearing on Question of Annexation and Annexation is considered.

- 5) If the annexation is approved by Council, the Annexation Ordinance and Annexation Map/Plat are filed with the Catawba County Register of Deeds.