

VOLUNTARY ANNEXATION CHECKLIST

To apply for voluntary annexation, the following information and payment must be submitted to the City Clerk's Office.

- **Letter Addressed to City Council submitted digitally in Word Format and hard copy (scanned and submitted digitally if possible with signatures)**
- **3 Appropriately Signed Copies of Petition Requesting Annexation submitted in Word Format (Scanned and submitted digitally if possible)**
- **Metes and Bounds Description submitted digitally in Word Format to include specific reference in the description of the common boundary with the current Charlotte City limits**
- **Map submitted digitally in PDF Format, showing all features required (including the location of the current City boundaries and the petitioned property clearly marked)**
- **\$400.00 Filing Fee**
- **The Clerk's Office will prepare the Advertisement, Resolution and Ordinance**

**Please take this information
and check made out to the City of Charlotte
to the following address:**

*City Clerk's Office
Charlotte-Mecklenburg Government Center, 7th Floor
600 E. Fourth Street
Charlotte, NC 28202*

VOLUNTARY ANNEXATION PROCEDURES STEPS AND INFORMATION FOR THE PETITIONER

Forms for voluntary annexation requests may be obtained on the City of Charlotte Web Site (www.charmeck.org) under City Clerk, they can be e-mailed at the request of the petitioner, or they are in the Office of the City Clerk in hard copy.

Submit completed forms to the Office of the City Clerk in **electronic** format in Word Format, by e-mail, or cd with the exception of the cover letter and petition which must have an original signature. Submit maps in PDF Format, but submit 5 hard copies also. If a large map is required in order to see the calls and distances on the map, that would be in hard copy, but 8 ½ x 14 or 8 ½ by 11 in PDF.

1. Letter addressed to the City Council, stating name of petitioner(s), a contact name and phone number, e-mail, and address for questions, township in which property proposed for annexation (subject property) is located, number of acres, and identifying the location of the subject property as much as possible, including recording information from the Register of Deeds.
2. If ownership of the subject property changes while the petition is pending, the petition will become invalid unless each new owner signs the petition before the adoption of an ordinance annexing the subject property. Petitioner(s) is (are) responsible for advising all actual or potential purchasers of the subject property of the pending voluntary annexation petition.
3. Pursuant to annexation agreements between the City of Charlotte and the six Mecklenburg towns, no annexation ordinance may be adopted without first giving sixty days advance notice to each town which is a party to these agreements. The City will be responsible for providing that notice is given for any annexation petition accepted by the City Council and for which a public hearing is scheduled. No annexation ordinance will be adopted by the City Council until after the sixty-day notice requirement has been satisfied. If a petitioner desires that the City consider a more expeditious annexation schedule, a petitioner must secure a written waiver from each town which is a party to these agreements, on the town's stationery and signed by a duly authorized municipal official, in the form set forth and attached as Exhibit A. Upon receipt by the City of all necessary waivers, the City Council will be in a position to consider a more expeditious annexation. As of January 1, 2006, the Cities or Towns having an annexation agreement with the City of Charlotte are Concord, Cornelius, Davidson, Harrisburg, Huntersville, Marvin, Matthews, Midland, Mint Hill, Pineville, Stallings, and Weddington. Petitioners are responsible for verifying with the City Attorney's office whether the referenced agreements remain in effect and any additional annexation agreements have been executed subsequently.
4. Three (3) copies of the appropriately signed petition.
5. A metes and bounds description of the subject property must be submitted digitally in Word Format along with the documents described in the previous paragraphs. Such description shall:
 - Be accurate and prepared in conformance with applicable law and surveying standards;
 - Be consistent with the map described in paragraph 5 below in all regards;

- Describe the perimeter of the subject property; provided that, such description shall not include any portion of the subject property that may already be included in the existing city limits or which includes any property that the city has agreed not to annex in any annexation agreement (see Paragraph 2). The description of the boundary of the subject property that is contiguous with the existing city limits shall follow the existing city limits and shall note expressly that the description is following the existing city limits. Where the description of the boundary of the subject property is contiguous with property that the city has agreed not to annex, such description may be required to note expressly that the subject property includes no portion of any property which the city has agreed not to annex. The need for such a provision and the wording thereof shall be determined by the City Attorney's Office;
 - Be written in a clockwise direction.
 - Make specific notation of area boundaries shared with current city of Charlotte boundaries (if applicable).
6. Map to be submitted digitally in PDF format, no larger than 8 ½" x 14" (8 ½" x 11" preferred). The map shall:
- Accurately set forth the boundaries of the subject property, the existing city limits and, if applicable, the Mecklenburg County Line;
 - Be consistent with the metes and bounds description required in paragraph 4;
 - Be legible;
 - Be reproducible;
 - Be acceptable for recording in the office of the Register of Deeds of the county or counties in which such property is located and the North Carolina Secretary of State;
 - **Be prepared by a professional land surveyor;**
 - Contain the calls and distances for each portion of the boundary of the subject property; provided that, if such calls and distances are not legible on a map with the dimensions set forth above, a larger map must be submitted of the subject property containing such calls and distances;
 - Not contain color or shading, without written approval of the City Clerk.
7. \$400.00 filing fee by check made payable to the City of Charlotte must be filed with the City Clerk along with the above.
8. In addition to submitting the information and documents described above, the Petitioner may be required to submit such additional information and/or documents, including preparation of a new survey of the subject property (or any portion thereof) by a professional land surveyor and other revisions to submitted documents, as may be requested by the Office of the City Clerk or City Attorney for the consideration of the proposed annexation; provided that, if the application of any requirement in these procedures causes a substantial hardship to a petitioner, such requirement may be waived in the sole discretion of the City Manager.

INFORMATION

Notice of public hearing on your petition by the City Council is published once prior to the date of hearing.

EXHIBIT "A"
(Example of Waiver from Towns with Annexation Agreements with Charlotte)

Mayor
City of Charlotte
600 E. Fourth Street
Charlotte, North Carolina 28202

Dear Mayor:

This letter is to notify the City of Charlotte that the City/Town of _____
Hereby waives the sixty (60) day notice requirement contained in the Annexation Agreement, as amended, between our municipalities. This waiver only applies to the annexation by the City of Charlotte of the property shown on the attached map. The undersigned has been duly authorized to execute this waiver on behalf of the City/Town.

Sincerely,

Name:

Title:

Note: The Petitioner must attach to this letter a copy of the same map which is submitted to the City of Charlotte as part of the annexation petition.