



**PETITION FOR ANNEXATION  
INTO THE CITY LIMITS OF THE CITY OF SANFORD, NORTH CAROLINA**

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**SUBMITTAL CHECKLIST**

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE ALL OF THE REQUIRED ITEMS FOR THE ANNEXATION PETITION – All required information must be submitted as one complete package. Incomplete submittals will not be processed.

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\_\_\_ **WRITTEN METES AND BOUNDS DESCRIPTION OF THE PROPERTY TO BE ANNEXED.** Must be typed and attached to the petition **and** submitted electronically.

\_\_\_ A MAP THAT DEPICTS THE AREA TO BE ANNEXED IN RELATION TO THE CURRENT CITY LIMITS (4 paper copies for review purposes only). After adoption of the annexation 4 paper copies and 2 mylars (1 mylar for flat files in planning office and 1 mylar for recoding at the Register of Deeds Office) shall be submitted. (The exact boundary lines of the area to be annexed fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing city limits, labeled and distinctly marked. We encourage a meeting with staff prior to submission to determine if the right-of-way (or what portion of the right-of-way) should be included in the proposed) annexation.

**Information to be included on the map:**

1. \_\_\_ Any utility easements with metes and bounds, this includes all CP&L easements. CP&L easements must be included in the annexation boundaries or acreage.
2. \_\_\_ Accurate locations and descriptions of all monuments, markers, and control points.
3. \_\_\_ Ultimate right of way widths on all streets
4. \_\_\_ Title, “ANNEXATION MAP for the CITY OF SANFORD” or “SATELLITE ANNEXATION MAP for the CITY OF SANFORD”, as appropriate.
5. \_\_\_ Name of property owner(s)
6. \_\_\_ Name, seal and registration of Professionally Licensed Surveyor (PLS).
7. \_\_\_ Pin Number of Parcel(s), Tax Map No(s).
8. \_\_\_ Date of the survey and map preparation; a north arrow indicating whether true north or magnetic, and graphic scale
9. \_\_\_ Names of the city, county, and state
10. \_\_\_ A detailed vicinity map
11. \_\_\_ Any other information such as easements and encroachments that are pertinent to the submission of the map.
12. \_\_\_ If contiguous to city limits, include all separating areas i.e. right-of-ways for streets, railroads, and other areas as stated in G.S. 160A-31 (f), unless otherwise stated in the annexation amendment.
13. \_\_\_ Show all contiguous or non-contiguous city limits.

14. Review Officer Signature Block, which shall state the following:  
State of North Carolina County of Lee I, \_\_\_\_\_  
Review Officer of Lee County Certify that the Map or Plat to Which this  
Certification is Affixed Meets all Statutory Requirements for Recording  
\_\_\_\_\_  
Review Officer \_\_\_\_\_ Date \_\_\_\_\_

15. Register of Deeds Signature Block, which shall state the following:  
North Carolina, Lee County  
Presented for Registration on the \_\_\_\_\_ Day  
Of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ M  
Recorded in Plat Cabinet \_\_\_\_\_ Slide \_\_\_\_\_  
\_\_\_\_\_  
Mollie A. McInnis, Register of Deeds

**OTHER INFORMATION TO BE PROVIDED**

\_\_\_ **A CURRENT TAX MAP OF THE PARCEL(S) THAT CONFORMS TO THE METES AND BOUNDS DESCRIPTION.** A survey map of the property would be sufficient.

\_\_\_ **MAPS OF PREVIOUS ANNEXATIONS** that are contiguous with the proposed annexation.

\_\_\_ **THE CURRENT DEED(S) OF THE PROPERTY.** The name(s) on the deed(s) must match the name(s) and signature(s) on the petition.

\_\_\_ **A WRITTEN TITLE OPINION,** showing all persons or entities holding any interest in the real property at issue, including name and addresses.

\_\_\_ **SUBDIVISION PLAN (PRELIMINARY OR FINAL) THAT MAY EXIST FOR THE PROPERTY**

\_\_\_ **PROPOSED ZONING** \_\_\_\_\_

\_\_\_ **NOTARIZED SECTION COMPLETED**

\_\_\_ **CORPORATE SEAL,** if the property is owned by a corporation

\_\_\_ **CONTACT PERSON authorized by property owner to act as their agent if not he property owner:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone number(s) \_\_\_\_\_

Fax number \_\_\_\_\_

\_\_\_ **APPLICANT** is responsible for all associated fees pertaining to this annexation, including but not limited to: recording, advertising, and registered mailings.

## PETITION TO THE CITY OF SANFORD

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

We, the undersigned owners of real property, respectfully request that the area described below be annexed to the City of Sanford, North Carolina. Further, the undersigned collectively certify as follows:

1. That the area is contiguous to the current primary corporate city limits ( ) **Yes** ( ) **No**; or
2. That the area is a satellite area, the nearest point of which is no more than three (3) miles from the current city limits and not closer to another jurisdictions primary corporate limits ( ) **Yes** ( ) **No**; and
3. That Exhibit A, so marked and hereto attached, is an accurate written metes and bounds description of subject annexation area; and
5. That Exhibit B, so marked and hereto attached, is a map depicting subject annexation area in relation to the current city limits; and
6. That Exhibit C, so marked and hereto attached, is a current tax map with the area requested to be annexed so plotted as to conform to metes and bounds description furnished.
7. That Exhibit D, so marked and hereto attached, is a written title opinion showing all persons or entities holding any interest in the real property at issue, including name and addresses.
8. That we acknowledge any zoning vested rights, acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1, which are declared shall be accompanied by supporting documentation.

Petitioner(s) <u>(Type or Print Name)</u>	Petitioner(s) <u>(Address of Residence &amp; Phone)</u>	Petitioner(s) <u>(Signature)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

\_\_\_\_\_  
Corporation

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

(Seal)

(If necessary, continue signatures in same format on an attached sheet marked Exhibit E. Do not use separate petitions, as separate petitions will be handled as separate annexations)

**PETITION MUST BE NOTARIZED**

State \_\_\_\_\_

County \_\_\_\_\_

*(For Individual Land Owner(s))*

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_, mentioned on the annexation petition, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

*(For a Corporate Owner(s))*

I, \_\_\_\_\_, a Notary Public for said County and State, do hereby certify that \_\_\_\_\_, mentioned on the annexation petition as the land owner, personally came before me this day and acknowledged that he is \_\_\_\_\_ of \_\_\_\_\_ and acknowledged, on behalf of \_\_\_\_\_, the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_

Corporate Seal:

Notary's Stamp:

Annexation Request:

Commercial

Industrial

Residential

Single-family	_____	# of units	_____
Townhouses	_____	# of units	_____
Duplexes	_____	# of units	_____
Apartments	_____	# of units	_____
Condominiums	_____	# of units	_____

**OFFICE USE ONLY: CHRONOLOGICAL RECORD**

	<u>DEPARTMENT</u>	<u>DATE</u>	<u>SIGNATURE</u>
1. Preliminary Application	Comm. Dev.	_____	_____
2. Petition initially received by Development Services	Comm. Dev.	_____	_____
3. Zoning	Comm. Dev.	_____	_____
4. Petition analyzed as to signature sufficiency	Legal Dept.	_____	_____
5. Petition analyzed as to location/contiguity	Legal Dept.	_____	_____
6. Petition certified as sufficient ( <i>see below</i> )	City Clerk	_____	_____
7. Petition formally received by Council:			
Public hearing set	Comm. Dev.	_____	_____
8. Public hearing conducted by City Council	City Clerk	_____	_____
9. Annexation Ordinance ( ) Adopted ( ) Rejected	City Clerk	_____	_____

## **Supplement Staff Information for Annexation Petition**

In an effort to help the City of Sanford better serve annexation areas, now and in the future, the following information is requested of you. Please give your best estimates where they are needed. Contact information for the relative City Departments can be found at the end of the worksheet. Please indicate 'n/a', for questions on which you have no information.

### **General Information**

Acreage of entire area \_\_\_\_\_

Current population of area \_\_\_\_\_

Current Zoning of Area \_\_\_\_\_ Desired City Zoning of Area \_\_\_\_\_

Proposed land use(s) (i.e. residential, commercial or industrial) \_\_\_\_\_  
\_\_\_\_\_

Estimated total value of residential units for the entire proposed development \_\_\_\_\_

Total proposed number of dwelling units \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Single-Family detached \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Single-Family attached \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Multifamily \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Estimated total value of business units for the entire proposed development; Commercial \_\_\_\_\_  
Industrial \_\_\_\_\_  
Other (not-for-profit?) \_\_\_\_\_

Proposed number of businesses \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Commercial \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Industrial \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Other (not-for-profit?) \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

### **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", 1.5" 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" , 1.5" 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) \_\_\_\_\_

Number of services requested (by service type) \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

Estimated mileage of sewer pipe needed \_\_\_\_\_  
Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_ Year 4 \_\_\_\_\_ Year 5 \_\_\_\_\_

**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

Community Development, Liz Whitmore (919) 775-8240, Strategic Services and Comprehensive Planning – (919) 775-8145, Public Works (919) 775-8231