



City of Monroe

Petition Requesting Annexation

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone Number: _____

Applicant's Email: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

FOR STAFF USE ONLY

PROJECT _____

DATE RECEIVED _____

FEE AMOUNT _____

FEE RECEIVED _____

REVIEWED BY _____

REVIEW DATE _____

PLANNING BOARD DATE _____

Applicant's Relationship to the Property Owner (Check the one that applies):

- ☐ Owner
- ☐ Legal Representative of the Owner (must attach Affidavit of owner's permission for this action)
- ☐ Developer (must attach Affidavit of owner's permission for this action)
- ☐ Other, specify (must attach Affidavit of owner's permission for this action)

Property Address: _____

Tax ID Number: _____ **Acreage/Sq. Ft.** _____

1. I/We the undersigned owner(s) of real property respectfully request that the area described in Item 2 below be annexed to the City of Monroe. Furthermore, I/we do declare and certify that all legal owners of real property in the annexation area have signed this petition in Item 3 below.

2. The area to be annexed is (**choose one**):

- ☐ Contiguous to the primary corporate limits of the City of Monroe. A complete and accurate legal description of the property and a recently prepared survey map are attached; **OR**
- ☐ Not contiguous to the primary corporate limits of the City of Monroe. A complete and accurate legal description of the property, a recently prepared survey map, and a map showing the area proposed for annexation in relation to the primary corporate limits of the City are attached. In addition, in compliance with Session Law 2003-321, I/we certify that:
 - (A) The nearest point on the proposed satellite corporate limits must be not more than two miles from the primary corporate limits of the annexing city or must be contiguous to the satellite corporate limits of the annexing city; **and**

(B) No point on the proposed satellite corporate limits may be closer to the primary corporate limits of another city than to the primary corporate limits of the annexing city, except that this subdivision does not apply if the area proposed for annexation is contiguous to the satellite corporate limits.

3. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160D-108 and 160D-108.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. If zoning vested rights are claimed, indicate below and attach proof (copy of a valid building permit, conditional use permit, etc.)

By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party pursuant to NCGS 66-315(b). ****If you are signing on behalf of a business (such as an LLC), you must include your title with the company****

Owner Name (please type or print)	Vested Rights? * (yes or no)	Owner Signature

****If you answer yes to vested rights, you must attach a detailed description of the right you are claiming; otherwise you will forfeit this right within the City.***

Number and attach additional pages as needed. Indicate here how many pages are attached: _____

PLAT REQUIREMENTS FOR ANNEXATION

1. Owner must submit Final Annexation Map as PDF and two (2) quality mylar drawings with all information for recording. *Review and approval will occur before you provide mylars.*
2. A written legal description in **Microsoft Word** (sent via email or provided on flash drive) of annexation.
3. Plat must be drawn from recent field survey within a two-year period.
4. The survey must be oriented with the N.C. Grid System if annexation is within 2000 feet per G.S. 47-30. The grid coordinates of one point on the survey shall be shown on the plat. Bearings and distances must be shown on boundaries of the plat.
5. All corners of property must be properly witnessed by permanent monuments on the corners or reference permanent monuments on line for inaccessible corners.

6. Existing city limit lines must be shown.
7. If the area to be annexed is separated from the municipal boundary by a street right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State, then the foregoing should be included on the plat if practical to do so.
8. For annexation of non-contiguous "satellite areas" the plat must show the area proposed for annexation in relation to the primary corporate limits of Monroe and in relation to the primary corporate limits of another city when there is substantial question as to whether the area may be closer to the other city than to Monroe.
9. A sketch vicinity map must be shown.
10. Maximum size for recording shall be no more than 17" x 22" for border and no more than 18" x 24" overall.
11. Scale is to be as large as will fit on 18"x24" plat. However, scale will be no smaller than 1" = 200' unless impractical to do so. A north point will be shown.
12. Survey accuracy is to be (1) linear – 1:10,000 and (2) angular – 20 sec. x square root of the number of angles turned in the field.
13. All rights-of-way with names and road numbers and public utility easements will be shown on voluntary annexations.
14. Surrounding property lines, owner's names, deed references, and Tax ID Numbers will be shown.
15. The land surveyor's certification statement and seal must be original.
16. The certification format by the City Clerk must be as follows:

I, _____, City Clerk of the City of Monroe, North Carolina, hereby certify that on the ____ day of _____, 20____, the City Council approved this plat for annexation and recording.

_____ (SEAL)
Date City Clerk

17. A suggested title block with the minimum information shown below shall be shown in the lower right-hand corner of the plat:

Title	
Owner(s) and Address(es)	
Date Drawn	By
Surveyed By	City of Monroe Map No.
Scale	Date