

**INSTRUCTIONS FOR FILING A PETITION FOR ANNEXATION**

**A. General Information**

1. A petition for annexation must be completed in full. No petition will be processed unless all information requested is provided.
2. Filing fee: In accordance with the Manual of Fees.
3. Completed petitions must be filed with the Community Development Department no later than the first working day of the month in order to be placed on the following month's City Council agenda. The City Council meets on the second Thursday of the month at 7:00 p.m. The Public Hearing will be held in the City Council Chamber Room, third floor of the Municipal Building, located at 200 Martin Luther King, Jr. Drive.
4. The petitioner, or his duly authorized agent, shall submit to the Community Development Department the following:
  - a) one (1) completed original petition.
  - b) fifteen (15) paper copies of the map at the time of submission for initial staff review.
  - c) a digital copy of the legal description
  - c) following staff review, the original, two (2) mylars and a digital copy (PDF) of the map shall be submitted twenty (20) working days prior to the City Council Public Hearing date.
5. Petition for annexation must be made by, and signed by all property owners of the area to be annexed. To verify property ownership copies of deeds, and/or corporation documents with a list of present officers, or other similar papers indicating authorization to sign the annexation petition must be submitted with the petition.

**B. Map Requirements**

1. \_\_\_\_\_ Map prepared by a N.C. registered land surveyor.
2. \_\_\_\_\_ Vicinity map at a scale 1" = 1000'
3. \_\_\_\_\_ Format shall be in accordance with the City's Manual of Standard Designs and Details (see attached sample).
4. \_\_\_\_\_ Drawn at a suitable scale.
5. \_\_\_\_\_ Size of map shall be 18 X 24, with a minimum one and one-half

inch border on the left side and a minimum one-half inch border on the other sides. Maps may be placed on two (2) or more sheets with appropriate match lines.

6. \_\_\_\_\_ Property lines with dimensions; metes and bounds.
7. \_\_\_\_\_ Acreage.
8. \_\_\_\_\_ Adjoining public and private streets with right-of-way and paved widths.
9. \_\_\_\_\_ Adjacent property reference, i.e. property owner and deed and/or subdivision with lot and block.
10. \_\_\_\_\_ North arrow in upper 180 degree quadrant - indicate true, magnetic or grid.
11. \_\_\_\_\_ Indicate existing, old and new city limit lines. Also provide map reference for any existing city limit lines.
12. \_\_\_\_\_ Survey shall be tied to state plane coordinates or street intersection existing at the time of the boundary survey.
13. \_\_\_\_\_ For noncontiguous annexations indicate on the annexation map, or attach a map showing the area proposed for annexation in relation to the primary corporate limits of the City of Greenville. When there is substantial question as to whether the area may be closer to another city than to the City of Greenville, the map shall also show the area proposed for annexation with relation to the primary corporate limits of the other City.

C. **General City Policies on Annexation**

1. When an area to be annexed is separated from a city limit line by a street or railroad right-of-way, the right-of-way will be mapped and included as part of the annexation petition unless otherwise specified by the City.
2. In accordance with the City's Subdivision Regulation, no final plat(s) shall be recorded until the annexation has been approved. Delay of the effective date of annexation as established by ordinance of City Council shall not delay recordation of such final plat(s).
3. Selling or transferring ownership of any portion of the area to be annexed prior to City Council action on the proposed annexation may void the petition. If so, a

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new petition shall be submitted in accordance with the original submission requirements.

4. Areas proposed for annexation that involve existing or proposed residential population, and which are located within established minority voting districts, shall get a preclearance on the annexation from the Planning staff prior to an official petition being filed.

FOR PLANNING OFFICE USE ONLY

Annexation Petition No. \_\_\_\_\_

Petition Received by (initials) \_\_\_\_\_

Date Petition Received \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

**PETITION FOR ANNEXATION  
CITY OF GREENVILLE, NORTH CAROLINA**

Please type or print all information

**PROPERTY INFORMATION**

\* Submitted by: \_\_\_\_\_  
(agent) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel Number \_\_\_\_\_

Area (Acres): \_\_\_\_\_

Deed Reference (attach copy of deed with petition): \_\_\_\_\_

Property Identification (i.e. subdivision name): \_\_\_\_\_

\*NOTE: If property to be annexed is owned by a business or corporation attach the appropriate documents authorizing the person(s) to sign the petition on behalf of the business or corporation.

**PETITION**

PITT COUNTY  
NORTH CAROLINA

Date: \_\_\_\_\_

**PETITION REQUESTING ANNEXATION**

TO: The Mayor and City Council of the City of Greenville, NC

1. We, the undersigned, owner(s) of the real property described in paragraph two (2) below respectfully submit this Petition pursuant to the provisions of North Carolina General Statute, Chapter 160A, Article 4A as amended and respectfully request that the said area hereinafter described be annexed to the City of Greenville.
2. The area to be annexed is \_\_\_\_\_  
(continuous or noncontiguous)

to the City of Greenville primary corporate limits and the boundaries of such territory are described as follows:

GENERAL DESCRIPTION:

METES AND BOUNDS DESCRIPTION:

3. The reason(s) the undersigned petitioner(s) desire(s) the said property to be annexed is/are as follows:



CLERK'S CERTIFICATE

NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, City Clerk, do hereby certify that I have investigated the aforesaid petition for annexation and have found as a fact that said petition is signed by all owners or real property lying in the area described therein, in accordance with G.S. 160A-31 as amended.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

(City Seal)