



## Petition for Contiguous Annexation

**So that we may efficiently review your request in a timely manner, it is important that all required documents are submitted with your application.** Submit digitals and 1 hard copy of applications and accompanying documents to the Planning Department at the address above.

### ANNEXATION REQUEST

*Approval authority – City Council.*

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

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

### SUBMITTAL CHECKLIST

Pre-Application Meeting – send an email to [planreviewappointment@kannapolisnc.gov](mailto:planreviewappointment@kannapolisnc.gov)

Annexation Checklist and Application – Complete with all required property owner signatures

Stamped, signed black and white **18 x 24"** survey of subject property prepared by a registered engineer or surveyor (**not preliminary**)

Metes and Bounds description of subject property

### PROCESS INFORMATION

Annexation involves two (2) separate City Council meetings:

**First meeting:** The City Clerk will certify the sufficiency of the annexation and City Council will set a date for the public meeting.

**Second meeting:** City Council will review the petition and either approve or decline the annexation request:

1. Newspaper notification at least ten (10) days prior to the second Council meeting
2. Notification to the County or municipality from which the subject property is being annexed
3. Public Hearing
4. State recordation of the Resolution to Extend the Corporate City Limits, the signed/stamped 18X24" survey (can not be stamped as preliminary) and the Metes and Bounds Description.

**By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if incomplete.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## PETITION REQUESTING A CONTIGUOUS ANNEXATION

Approval authority – City of Kannapolis City Council

DATE: \_\_\_\_\_

To the City Council of the City of Kannapolis, North Carolina:

1. We, the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Kannapolis.
2. The area to be annexed, located at \_\_\_\_\_, further identified as \_\_\_\_\_ County Parcel Identification Number \_\_\_\_\_, is contiguous to the primary limits of the City of Kannapolis, is approximately \_\_\_\_\_ acres, and the boundaries of such territory are as follows:

**See Attached Signed, Stamped Survey Map and Metes and Bounds Description**

3. This petition is signed by all property owners of the area to be annexed.
4. \_\_\_\_\_ The undersigned owners acknowledge that the following City service(s) is (are) not presently available for immediate taps upon annexation: water \_\_\_\_\_ sewer \_\_\_\_\_; and, subsequently agree that the City shall not provide water and sewer service to the area to be annexed except in accordance with the City’s standard water and sewer policy.
5. Please check ONE box below:  
 \_\_\_\_\_ The undersigned owners declare that zoning vested rights have been established on the area to be annexed under G.S. 160D-108 or G.S. 160D-108.1 and provide proof of such rights by attachment hereto.  
  
 \_\_\_\_\_ The undersigned owners hereby declare that no such vested rights have been established and that any vested rights previously acquired are hereby terminated.

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<u>Name</u> (print or type)	<u>Address</u>	<u>Signature*</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

*\*Family members (e.g., husbands and wives) need to sign separately. Signatures for corporations, institutions, etc., are by those with the authority to sign legal documents.*