

# VOLUNTARY ANNEXATION

## APPLICATION & PROCESS GUIDES

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REVISED APRIL 2026

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(INSERT ANNEXATION AREA NAME)

Completed applications to be sent via certified mail with a tracking number to:

**Kimberly Byrd, Assistant City Clerk**

600 E 4th Street, Room 700A

Charlotte, NC 28202

[Kimberly.Byrd@charlottenc.gov](mailto:Kimberly.Byrd@charlottenc.gov)

704.336.2658

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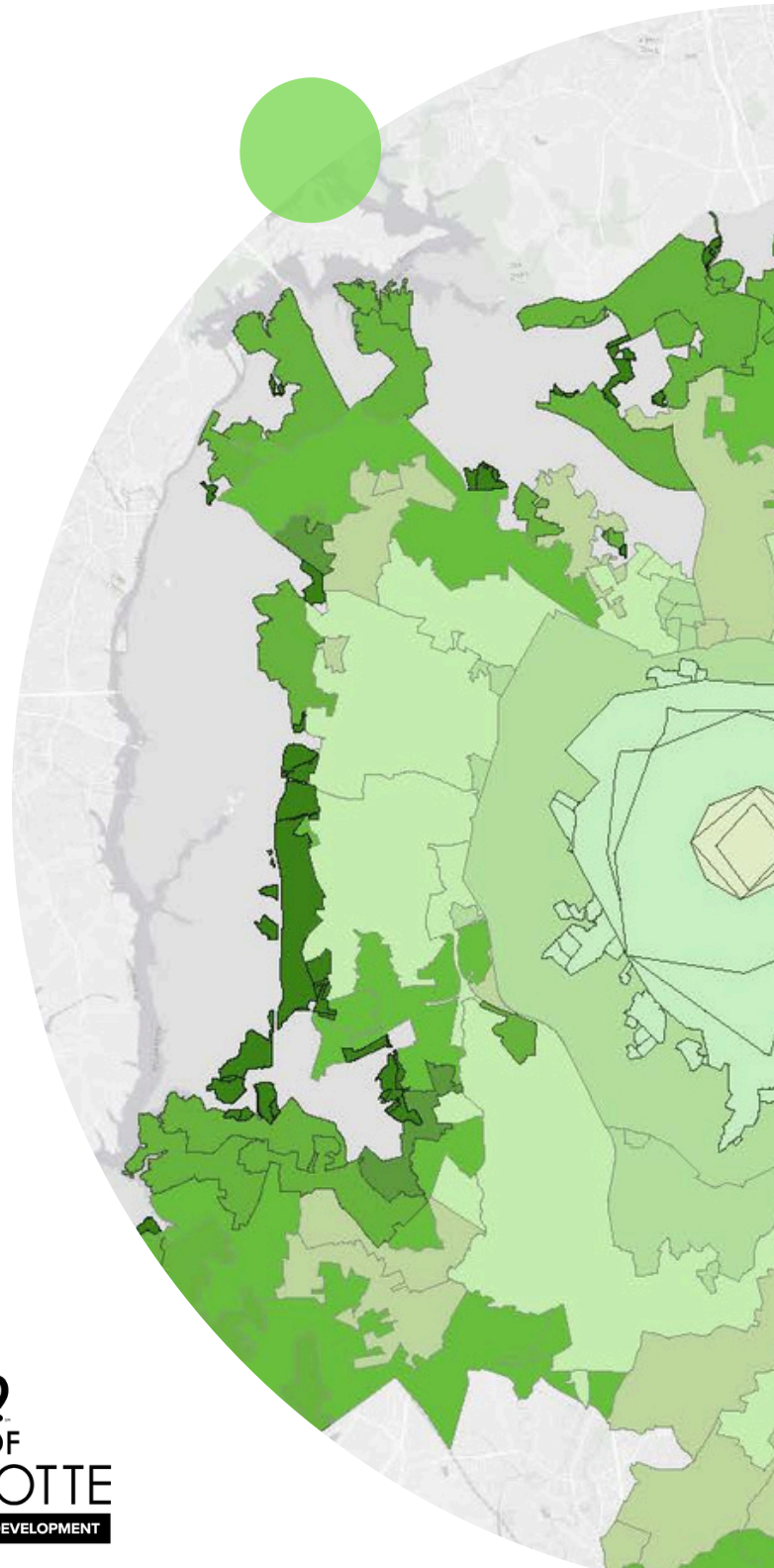
Questions to be directed to:

**Emma Knauerhase, Planning Associate**

[Emma.Knauerhase@charlottenc.gov](mailto:Emma.Knauerhase@charlottenc.gov)

704.432.1163

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# VOLUNTARY ANNEXATION PROCESS OVERVIEW: 4 - 6 MONTHS IN TOTAL

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1. **Pre-Submittal Meeting with Planning Staff**
  - a. **Pre-submittal Meetings held on Tuesdays from 10am - 12pm**
2. **Submit Completed Application and Fee to the Clerk's Office**
3. **Voluntary Annexation Group Reviews**
  - a. **Planning Review**
  - b. **General Services, Engineering & Project Management Review**
4. **Voluntary Annexation Group Requests Edits**
5. **Petitioner Submits Revised Documents**
6. **Internal and External Notification**
  - a. **60-Day Notices are Sent to Surrounding Municipalities**
  - b. **Departmental Polling Period**
7. **Final Document Review**
  - a. **Fiscal Analysis from Polling is Finalized**
  - b. **Planning Conducts Final Review of Application Documents**
8. **Certificate of Sufficiency is Requested from the Clerk's Office**
9. **City Council Considers Request to Set the Public Hearing**
10. **Public Hearing is Advertised**
11. **City Council Holds a Public Hearing and Considers the Annexation Petition**
12. **The Clerk's Office Files the Annexation Ordinance with the Register of Deeds and Secretary of State**
13. **Planning Sends out Notification of Annexation Approval to City and County staff**

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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## 1) Pre-Submittal Meeting with Planning Staff

a. Prior to submitting an application, petitioners are required to hold a pre-submittal meeting with planning staff to discuss the context of the site, the applicability of state and city policies to the annexation area, and the general annexation process and timeline. To schedule a pre-submittal meeting please contact Emma Knauerhase.

**Note: Pre-Submittal Meetings held on Tuesdays from 10am - 12pm.**

## 2) Submit Completed Application and Fee to Clerk's Office

a. The name of your annexation area should be unique and distinguishable from other projects. A name such as "Providence Road Area Annexation" is too generic in its usage of the road name with no other project-specific words. A more distinct naming convention such as "The Grove on Providence Area Annexation" is specific and unique enough to be an appropriate annexation name. Regardless of what you decide on for your annexation area name, the name should appear on every application document and be written identically throughout the application. Do not use references to:

- Subdivision, Single family, or Townhomes
- Descriptives that could be confused with subdivision naming, street or road names, or references to the use of the property being annexed.

b. Completed applications must be sent to the Office of the City Clerk at the attention of Kim Byrd via email at [Kimberly.Byrd@charlottenc.gov](mailto:Kimberly.Byrd@charlottenc.gov). In addition to electronic copies of all application documents, a hardcopy of the map with a wet stamp signed and sealed by the surveyor, letter to the mayor, and petition with the original signatures of the property owners must also be submitted to the Clerk's Office via certified mail with a tracking number to:

**Kimberly Byrd**  
**Assistant City Clerk**  
**Office of the City Clerk**  
**600 E 4th Street Room 700A**  
**Charlotte, NC 28210**

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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c. Once the Clerk's Office has received a completed application and filing fee, the City Clerk will determine the sufficiency of the petition and distribute the petition to the voluntary annexation group if the application is determined to be complete. **Each application document and check must have the annexation area name listed.** A completed application consists of the following:

1. Filing fee of \$400, by check only, made payable to the City of Charlotte must be included with the hard copies of the application materials and must list the annexation area name.
2. **Letter addressed to the Mayor and City Council**, stating the annexation area name, the petitioner, the parcel identification numbers in the annexation area, and the acreage of the annexation area.
3. **Petition**, containing the original signatures and printed names of all property owners and the corresponding parcel identification number. Instructions for various signatures:
  - **Married Couples:** For property owned jointly by a married couple, each spouse must sign the petition.
  - **Tenants in Common:** For property owned by tenants in common, each tenant in common must sign the petition.
  - **Corporation:** For property owned by a corporation, the petition must be signed by the president, vice-president, or other duly authorized agent. Indicate representative capacity when signing.
  - **Partnership:** For property owned by a partnership, the petition must be signed by a partner, or in the case of a limited partnership, a general partner. Indicate representative capacity when signing.
  - **Unincorporated Association:** For property owned by an unincorporated association, the petition must be signed by a duly authorized officer or agent of the association. Indicate representative capacity when signing.
  - **Religious Body:** For property owned by a religious society, congregation or other body, the petition must be signed by a duly authorized trustee, officer, or agent. Indicate representative capacity when signing.

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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- **Deceased:** For a deceased party, please so note. The trustee or executor would then have authority to sign as the owner.

**4. Fiscal Analysis Data Sheet**, to provide summary-level information on the petitioner's planned land development for the subject property.

- If an annexation area contains existing structures with no plans for removal during or after future land development, then details on these existing structures must also be included in the listed development.
- Fiscal analysis details listed in this sheet must be strictly limited to proposed or existing development within the annexation area, even if the larger development area spans beyond the annexation area boundaries.
- The proposed development must be feasible under the area's assigned zoning district(s). If a rezoning petition has been filed for the annexation area, the annexation process will not be able to continue beyond the initial evaluation phase until the rezoning petition has been decided on by City Council.

**5. Boundary description of the subject property**, that shall:

- Be accurate and prepared in conformance with applicable law and surveying standards.
- Be consistent with the map of the annexation area.
- Be written in a clockwise direction.
- Describe the perimeter of the subject property and list the total acreage of the annexation area.
- Note expressly those segments where the description is following and contiguous to the existing City limits when applicable.
- If applicable, note expressly where the description of the boundary of the subject property is contiguous with property that the City has agreed not to annex in accordance with annexation agreements (Planning staff can advise as to the applicability of this provision).

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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- If applicable, note any existing storm drainage. This includes location of storm water infrastructure, along with known invert elevations, pipe size, and material.

## **6. Map of the subject property**, must meet the following standards:

- Must be finalized and in a form suitable for recordation at the Mecklenburg County Register of Deeds
- The electronic version of the map must be submitted at a size that is easily legible and include a 3/4" border around all four sides
  - The map must be submitted in two differently sized formats- one smaller and one larger. The smaller map size must be 8.5" x 11" or 8.5" x 14". And the larger map size that must also be submitted should be 18" x 24" or 24" x 36". Though the larger map size may not ultimately be needed for annexations with fewer than 20 acres, submitting the map in two different size formats ensures that the annexation area can be properly recorded at the Register of Deeds and Secretary of State.
  - The font size may be no less than 9 pt.
- The hardcopy of the map can be whichever size is required to ensure that all details are easily legible. The hardcopy of the map is kept in the Clerk's Office in perpetuity and is not recorded.
- Must be signed and sealed by the surveyor with a wet signature.
- All boundaries of the property need to be labeled, with a clear annexation area boundary shown.
- City limits as they relate to the subject property must be accurately labeled.
- The map must contain calls and distances for each portion of the boundary of the subject property.
- The map cannot contain coloring.
- Parcel information should be displayed for all parcels within the annexation area.
- Maps should include parcel information for the properties surrounding the annexation area.

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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- The annexation area name must be clearly displayed on the map.
- If applicable, note any existing storm drainage. This includes location of storm water infrastructure, along with known invert elevations, pipe size, and material.
- For revised plans, maps must have a table with a column to indicate the revision number and the date of the revision.

## 3) Voluntary Annexation Group Reviews of Application Documents

a. **Planning Review:** Planning staff will review application materials and send back any comments and requested edits to the petitioner within two to three weeks after the application is distributed by the Clerk's Office.

b. **Engineering Review:** Staff from the Engineering & Project Management team with the Department of General Services will review the annexation map and boundary description and send back any comments and requested edits to the petitioner within two to three weeks after the application is distributed by the Clerk's Office.

## 4) Voluntary Annexation Group Requests Edits

a. The remaining contacts in the voluntary annexation group may also choose to send any comments on an annexation application within two to three weeks after the application is distributed by the Clerk's Office.

## 5) Petitioner Submits Revised Documents

a. Once a petitioner has received both Planning and Engineering comments, revised documents incorporating all edits requested must be sent electronically to Kim Byrd from the Clerk's Office and Emma Knauerhase. If revised documents include a new property owner signature sheet or map, hard copies must be mailed to the Clerk's Office via certified mail with a tracking number.

b. If a petitioner disagrees with a requested edit or has any questions regarding comments received, please contact Emma Knauerhase.

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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## 6) External Notification

**a. 60-Day Notices:** Pursuant to annexation agreements between the City of Charlotte and neighboring towns, no annexation ordinance may be adopted by Charlotte City Council without first giving a 60-day notice to each town which is a party to these agreements. The cities and towns that have active annexation agreements with the City of Charlotte include Concord, Davidson, Harrisburg, Huntersville, Marvin, Matthews, Midland, Mint Hill, Stallings, and Weddington. Planning staff will be responsible for drafting and sending out 60-day notices for each petition. No annexation ordinance may be adopted by the City Council if the 60-day notice requirement has not been satisfied.

**b. Notice to Extend Municipal Services:** Planning staff will send notice to key municipal departments to allow for preparation to service this annexation area should it be approved. The notification is sent out after a petition has received a Certificate of Sufficiency.

**c. Departmental Polling:** Planning staff will distribute annexation application materials to several departments in accordance with City annexation policy to assess the impact of an annexation petition on City services and finances.

- In addition to the annexation application, departments that are polled will be sent a fiscal analysis data excel sheet from Planning which calculates the cost to serve the annexation area as compared to the revenue generated from annexing the area.
- Departments have four weeks to submit comments to Planning on annexation applications.

## 7) Final Review

### **a. Fiscal Analysis from Polled Departments is Finalized**

- After the four-week polling period is up, Planning will aggregate input from the polled departments into the fiscal analysis excel sheet to determine the cost to serve the potential annexation area as well as any other obstacles or comments on the area's potential impact to municipal services.

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

- If it is determined that the cost to serve a potential annexation area causes significant impacts to City services and finances, Planning may request that the annexation petition be withdrawn or otherwise revised to meet adopted City policy.

## **b. Planning Department's Final Review of Application Documents**

- Planning conducts a final review of all application documents to determine their sufficiency and compliance with State Statutes as well as adopted City policy. Further revisions from the petitioner may be requested at this time.

## **8) Certificate of Sufficiency Requested**

a. If Planning has determined that all application materials are accurate and in compliance with State Statutes and City policies, then a Certificate of Sufficiency is requested from the City Clerk's Office by Planning.

b. If the context of an annexation area changes (such as subdividing parcels within an annexation area and sequentially creating new parcel identification numbers in the potential annexation) after a Certificate of Sufficiency has been received, then Planning will have to conduct another review of documents and a new Certificate of Sufficiency would have to be issued. Changes after this step can cause severe delays and petitioners are advised to refrain from any actions that would require new application documents to be submitted unless absolutely necessary.

c. A Certificate of Sufficiency for an annexation application is required for a petition to appear before City Council.

## **9) City Council Considers a Request to Set the Public Hearing**

a. Upon receipt of the Certificate of Sufficiency, Planning will submit an agenda item to appear before City Council that will request that a public hearing be set for the annexation area in approximately one month's time.

## **10) Public Hearing is Advertised**

a. The public hearing for an annexation petition must be properly advertised in the Mecklenburg Times no fewer than 10 days and no more than 25 days prior to the public hearing.

# VOLUNTARY ANNEXATION PROCESS OVERVIEW: THE STEPS EXPLAINED

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b. The Clerk's Office coordinates the posting of the public hearing advertisement with the Mecklenburg Times.

## 11) City Council Holds a Public Hearing and Considers the Annexation Petition

a. City Council will hold a public hearing on the annexation petition where the general public and petitioner may voice their comments on the potential annexation for the Council's consideration.

b. Though it is not required, annexation petitioners are encouraged to sign up to speak.

c. Those wishing to speak during the public hearing can sign up through the Clerk's Office by 9:00 a.m. on the morning of the City Council meeting or can sign up to speak with the City Clerk at the meeting before the start of the agenda item.

d. Immediately following the public hearing, City Council may render a decision on the annexation petition. If approved, the annexation becomes effective immediately.

## 12) Clerk's Office Files Annexation Ordinance with ROD and SOS

a. In the weeks following an annexation approval, the Clerk's Office will file the annexation ordinance and associated maps at the Register of Deeds and Secretary of State

## 13) Planning Department Sends Approval Notification

a. Once the ordinance has been signed following the approval of an annexation petition, Planning will notify internal and external departments throughout the City and County.

# TIPS FOR ANNEXATION APPLICANTS

## TIP 1

Petitioners are encouraged to **bring anyone to the pre-submittal meeting that may work on the annexation materials.** In particular, the surveyor that will be creating and certifying the annexation area map may benefit from attending the pre-submittal meeting to get a better understanding of what is required of the map and boundary description.

## TIP 2

**Any developments with attached dwellings exceeding 11 units in total do not qualify for the City's single family curbside rollout service.** If the developer decides on a private hauler, the units would not be charged the City's solid waste fee.

## TIP 3

Due to staffing constraints, any preliminary application materials will not be reviewed for sufficiency prior to a complete application submission of documents that are suitable for recordation. If there are questions regarding application requirements, please reach out to Emma Knauerhase. **Annexation application materials will not be reviewed in-depth by the Clerk's Office or Planning staff unless they are in a finalized format and suitable for recordation.**

## TIP 4

**The Clerk's Office is a vital record keeper for the annexation process.** Copying Kim Byrd from the Clerk's Office on all emails regarding an annexation is required.

# GENERAL NOTES

## ANNEXATION & REZONING

- When both an annexation and rezoning are being sought for a site, petitioners are encouraged to hold an annexation pre-submittal meeting and begin working on application materials when they are nearing the end of the rezoning process.
- Annexations are reviewed based on what the proposed or existing development would be as allowed under the assigned zoning district(s). If a rezoning is still pending by the time the annexation application is sent to departments for polling, the zoning shown will have to list the current zoning regardless of the rezoning request. Subsequently, the listed development would have to be congruent with what is allowed under the current zoning. For this reason, annexation applications will be stalled until rezoning cases are decided or withdrawn.
- Annexation areas seeking land development approvals must complete the polling phase of the annexation process before submitting land development construction plans. See the annexation timeline for an explanation of the polling phase.

## EXTENSION OF STREET MAINTENANCE INTO ANNEXED AREAS

- Unlike other municipal services such as trash collection, the extension of street maintenance as a municipal service into newly annexed areas is at the discretion of the Charlotte Department of Transportation (CDOT). Generally, if an annexation area in contiguous to existing City Limits and has or will have streets that connect to CDOT-maintained streets, then the extension of street maintenance into the newly annexed area to streets that are built to City-standard is viable.
- The established precedent regarding satellite annexations is that CDOT does not assume street maintenance within approved satellite annexation areas. This is primarily due to the cumbersome fiscal and logistical burden that would be required for the extension of service to noncontiguous streets. Petitioners are encouraged to coordinate directly with CDOT on satellite annexations to determine serviceability.

## LAND DEVELOPMENT

- Accurate land development plans cannot be furnished unless and until a determination about annexation has been made of the site based on polling of the annexation application. Determination of a site's viability to annex sequentially requires coordination between NCDOT, CDOT, and Subdivision regarding street standards and implementation. Charlotte Water service accessibility and developer-installed infrastructure must also be assessed during annexation viability determination.



# GENERAL NOTES

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## SATELLITE VERSUS CONTIGUOUS VOLUNTARY ANNEXATIONS

- The City is authorized to annex areas that are either contiguous to current City Limits or are satellite areas, not sharing any boundaries with current City Limits
- Satellite annexations must meet the following requirements:
  - The area is within 3-miles of current City Limits
  - The area is within the “sphere of influence” of the annexing municipality and would not otherwise be able to be annexed by another municipality. Spheres of influence and their related extraterritorial jurisdiction boundaries are defined through annexation agreements.
  - The area is able to be serviced at a level comparable to existing City Limits

## CITY SERVICES

- Following the required pre-submittal meeting between planning staff and the annexation petitioner team, planning staff will reach out to key municipal departments such as Charlotte Fire Department (CFD) and Solid Waste Services (SWS) to receive preliminary feedback about the feasibility to service the potential annexation. This feedback is by no means formal indication to the petitioner as to whether or not an annexation area would be serviceable.
- Additional, in-depth analysis is provided during the polling phase of a submitted annexation application based on the most recent data available at the time of polling. If the annexation had previously worked through the rezoning process and received feedback at that time regarding viability of an annexation, planning staff will still reach out to key departments to confirm that the serviceability feedback remains the same.

# Annexation Application

## Annexation Information

Annexation Area Name: _____	
Petitioner(s): _____	Date: _____

### Revised Application Information (if applicable)

Revision Number: _____	Date: _____
Revision Number: _____	Date: _____
Revision Number: _____	Date: _____

## Property Owner(s) Information

Property Owner Name: _____	Parcel Identification Number: _____
Physical Address of Annexation: _____	
Property Owner Mailing Address: _____	
Property Owner Signature: _____	Date: _____
Printed Name of Signer: _____	Title of Signer: _____

Property Owner Name: _____	Parcel Identification Number: _____
Physical Address of Annexation: _____	
Property Owner Mailing Address: _____	
Property Owner Signature: _____	Date: _____
Printed Name of Signer: _____	Title of Signer: _____

Property Owner Name: _____	Parcel Identification Number: _____
Physical Address of Annexation: _____	
Property Owner Mailing Address: _____	
Property Owner Signature: _____	Date: _____
Printed Name of Signer: _____	Title of Signer: _____

Annexation Area Name: \_\_\_\_\_

**Property Owner(s) Information Continued**

Property Owner Name: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_  
Physical Address of Annexation: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Signer: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_  
Physical Address of Annexation: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Signer: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_  
Physical Address of Annexation: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Signer: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_  
Physical Address of Annexation: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Signer: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_  
Physical Address of Annexation: \_\_\_\_\_  
Property Owner Mailing Address: \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name of Signer: \_\_\_\_\_ Title of Signer: \_\_\_\_\_

Annexation Area Name: \_\_\_\_\_

**Fiscal Analysis Data**

Annexation Area Acreage: \_\_\_\_\_ Zoning District(s): \_\_\_\_\_  
Current Land Use(s): \_\_\_\_\_  
Describe the Proposed Land Use or Development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
List existing development that will remain or be demolished, if applicable: \_\_\_\_\_  
\_\_\_\_\_  
Rezoning petition number, if applicable: \_\_\_\_\_

**Residential (single family detached):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Residential (single family duplexes):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Residential (single family triplexes):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Residential (single family quadrplexes):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

Annexation Area Name: \_\_\_\_\_

**Fiscal Analysis Data Continued**

**Residential (multi-family attached):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Residential (multi-family stacked):**

Number of units: \_\_\_\_\_ Anticipated build-out (years): \_\_\_\_\_  
Average price per unit (if units are for rent, provide a comparable sale price): \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Retail:**

Square footage: \_\_\_\_\_ Price per square footage: \_\_\_\_\_  
Anticipated build-out (years): \_\_\_\_\_ Tenant Type: \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Commercial (non-retail such as office, medical, fitness, services, hotel or theater):**

Square footage: \_\_\_\_\_ Price per square footage: \_\_\_\_\_  
Anticipated build-out (years): \_\_\_\_\_ Tenant Type: \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Infrastructure:**

Centerline linear feet of publicly dedicated roadways proposed: \_\_\_\_\_  
Public sewer and water proposed: \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

**Other (such as open space, school, daycare, church, governmental, etc.):**

Square footage: \_\_\_\_\_ Price per square footage: \_\_\_\_\_  
Anticipated build-out (years): \_\_\_\_\_ Tenant Type: \_\_\_\_\_  
Estimated first day of occupancy: \_\_\_\_\_

Annexation Area Name:

## Boundary Description

(Insert Boundary Description Here)

Annexation Area Name:

## Annexation Survey Check List

- Must include a 3/4" border on all four sides.
- No mylar accepted. Submit no more than 2 paper copies per map size.
- Two sizes required (both, regardless of acreage):
  - Small: 8.5" x 11" or 8.5" x 14"
  - Large: 18" x 24" or 24" x 36"
- Must be original, wet-signed, and sealed by surveyor.
- Must be ready for recordation when submitted. The final submitted version will be recorded with the Annexation Ordinance.
- Submit maps via USPS, UPS, or FedEx with tracking — no couriers or hand-deliveries.

## Parcel & Map Content Check List

### For each parcel being annexed, include:

- Owner name
- Parcel Number
- Deed Book Number (*Note: City staff verifies Deed Book Numbers using Polaris. If your DB Number differs, you must provide documentation to support the discrepancy.*)
- Acreage of parcel

### Show:

- All property boundaries
- Clear annexation area boundary
- Calls and distances for each boundary segment
- Surrounding parcel information
- No coloring on maps.
- Font must be ≥ 9 pt; do not use round bold fonts.
- Clearly display the annexation area name on the map.

### Revised maps must include a revision table with:

- Revision number
- Date of revision
- All mapping and boundary description documents must have original wet signatures only.

Annexation Area Name:

## Map of the Annexation Area

(Attach Survey PDF)

Annexation Area Name: \_\_\_\_\_

Template Letter to the Mayor and City Council

Date:

Dear Mayor and City Council,

\_\_\_\_\_ are seeking the voluntary annexation of  
Petitioner Name

\_\_\_\_\_  
Address and/or Parcel Number(s)

The petition is for \_\_\_\_\_ acres in \_\_\_\_\_ Mecklenburg County.  
Acerage Direction of parcel (ex. southeast)

The property is located along \_\_\_\_\_  
Orientation of the streets surrounding the site (ex. north of I-85 and east of Allen Street)

\_\_\_\_\_. The area is currently zoned \_\_\_\_\_  
Current Zoning

There are future plans to develop \_\_\_\_\_  
Summary of Development Plans

The site is \_\_\_\_\_ to City Limits.  
Contiguous or Satellite

*(If the annexation area was part of an approved rezoning, please include the rezoning petition number.)*

Thank you for your time.