
SUBMITTAL CHECKLIST

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE ALL OF THE REQUIRED ITEMS FOR THE ANNEXATION PETITION

- ___ **WRITTEN METES AND BOUNDS DESCRIPTION OF THE PROPERTY TO BE ANNEXED IN A WORD DOCUMENT FORMAT. MUST BE SUBMITTED ELECTRONICALLY. EMAIL TO: beasleyj@concordnc.gov**
- ___ **A MAP THAT DEPICTS THE AREA TO BE ANNEXED IN RELATION TO THE CURRENT CITY LIMITS**
- ___ **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.
- ___ **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.
- ___ **ALL PROPERTY OWNERS SIGNATURES,** if the property is to change ownership in the middle of the annexation process please include new owners, also include corporate seal of property owned by a corporation. If an LLC is listed as the owner, please include legal documentation of who is authorized to sign the petition.
- ___ **SUPPLEMENTAL INFORMATION,** located at the end of this petition
- ___ **PRELIMINARY APPLICATION FOR UTILITIES OUTSIDE OF CITY LIMITS,** along with letter instructing petitioner to continue with annexation
- ___ **ANY PLAN (PRELIMINARY OR FINAL) THAT MAY EXIST FOR THE PROPERTY**
- ___ **CORRECT PARCEL IDENTIFICATION NUMBER(S) (PIN) FOR AREA,** may be confirmed through the Cabarrus County Land Records Department. Please notify if property is to be/has been recombined or split
- ___ **LIST OF CURRENT ADJACENT PROPERTY OWNERS,** may be obtained from the Cabarrus County Land Records Department.
- ___ **APPROPRIATE APPLICATION(S) FOR CITY OF CONCORD PLANNING AND ZONING COMMISSION,** if a zoning change or any other change (that requires commission action) will be desired
- ___ **NOTARIZED SECTION COMPLETED**
- ___ **\$300.00 APPLICATION FEE**
- ___ **LETTER FROM PROPERTY OWNER AUTHORIZING AN AGENT TO HANDLE THE ANNEXATION**



Date ____/____/____

We, the undersigned owners of real property, respectfully request that the area described below be annexed to the City of Concord, 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 this petition is signed by 100% of property owners within the area to be considered, if the property is to change ownership during the annexation process the new owners are to be included as well () **Yes** () **No**; and
4. 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 and identified in an accompanying notarized letter.

Petitioner(s) Typed or Printed Name, Address of Residence, Phone Number & Signature

1. _____

2. _____

3. _____

(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)

Property Contact Person and Telephone Number: _____ (____)____-_____

PETITION MUST BE NOTARIZED

State of: _____
County of: _____

Use this section for individual landowners.

I, _____ [Notary's Name], a Notary Public for said County and State, do hereby certify that the landowner, _____ [Name of Landowner], as stated on the annexation petition, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Use this section for all land owners that are not individuals, such as (without limitation) corporate land owners, properties held in an estate, properties held in trust, etc.

I, _____ [Notary's Name], a Notary Public for said County and State, do hereby certify that _____ [Representative for Landowner], a duly authorized representative for _____ [Landowner], mentioned on the annexation petition as the landowner, personally came before me this day and acknowledged that he is _____ [Title] of said land owner, and acknowledged on behalf of said landowner, the due execution of the foregoing instrument.

Use this section for all individual landowners that are having a Power-of-Attorney execute the Annexation Request.

I, _____ [Notary's Name], a Notary Public for Said County and State, do hereby certify that, _____ [Attorney-In-Fact's Name], Attorney-in-Fact for _____, [Name of Landowner(s)] personally appeared before me this day, and being by me duly sworn, say that he/she executed the foregoing and annexed instrument for and on behalf of said Landowner(s) and that his/her authority to execute and acknowledge said instrument is contained in an instrument duly executed, acknowledged and recorded in the office of the Register of Deeds in the County of _____, State of _____, [County & State of Recording Office] on the __ day of _____, 20__, [Date of Recording of the Document] and that this instrument was executed under and by virtue of the authority given by said instrument granting him power of attorney. I further certify that the said Attorney-In-Fact acknowledged the due execution of the foregoing instrument for the purposed therein expressed for and on behalf of said Landowners.

Witness my hand and official seal this __ day of _____, 20__.

Notary Public

My commission expires _____, _____

[SEAL of Notary Public]

Notary's Stamp:



Supplement Information for Annexation Petition

In an effort to help the City of Concord 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", 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", 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

Development Services Department – (704) 920-5152, Engineering Department – (704) 920-5425, Streets and Traffic Department – (704) 920-5362, Water Resources Department – (704) 920-5350, Wastewater Department – (704) 920-5350, Environmental Department (Solid Waste and Stormwater) – (704) 920-5360