



**CHARLOTTE**

# Voluntary Annexation

## Application and Instructions

Please submit completed applications to the following address:

City Clerk  
600 East Fourth Street, 7th Floor  
Charlotte, NC 28202  
(704) 336-2248  
[CityClerk@charlottenc.gov](mailto:CityClerk@charlottenc.gov)

Questions should be directed to:

Katrina Young  
Charlotte Planning, Design & Development Department  
600 East Fourth Street, 8th Floor  
Charlotte, NC 28202  
(704) 336-3571  
[kjyoung@charlottenc.gov](mailto:kjyoung@charlottenc.gov)

Regular business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Revised 10/17/2018

## Application Checklist:

- LETTER ADDRESSED TO CITY COUNCIL**
- PETITION REQUESTING ANNEXATION**
- BOUNDARY DESCRIPTION OF SUBJECT PROPERTY**  
(electronic in MS Word format)
- MAP OF THE SUBJECT PROPERTY**  
(1 hard copy & 1 electronic copy in pdf format)
- FISCAL ANALYSIS DATA SHEET**  
(undeveloped property only)
- \$400 FILING FEE**  
(by check only - payable to the City of Charlotte)

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# OVERVIEW OF VOLUNTARY ANNEXATION PROCESS

North Carolina annexation law allows that “the governing board of any municipality may annex (an area) upon presentation to the governing board of a petition signed by the owners of all real property located within such an area”. The purpose of this document is to describe the “voluntary annexation” process and the steps to be taken by those interested in having their property voluntarily annexed.

Property may be eligible for annexation into the City of Charlotte if it is located within Charlotte’s “extraterritorial jurisdiction”, an area within Mecklenburg County immediately outside of Charlotte’s current City limits, but not within the Mecklenburg towns’ limits. The boundaries of extraterritorial jurisdictions can be viewed on Mecklenburg County’s real estate website POLARIS: <http://polaris3g.mecklenburgcountync.gov/>.

A pre-application conference is strongly encouraged for anyone contemplating submitting a voluntary annexation petition. This can be scheduled by calling the Charlotte Planning, Design, and Development Department (CPD&DD) at 704-336-2205. The CPD&DD is located at the Charlotte-Mecklenburg Government Center, 600 East Fourth Street on the 8th floor. The conference is intended to allow Planning staff to review the annexation proposal and advise the petitioner as to information required and the potential petition’s applicability to various policies related to annexation.

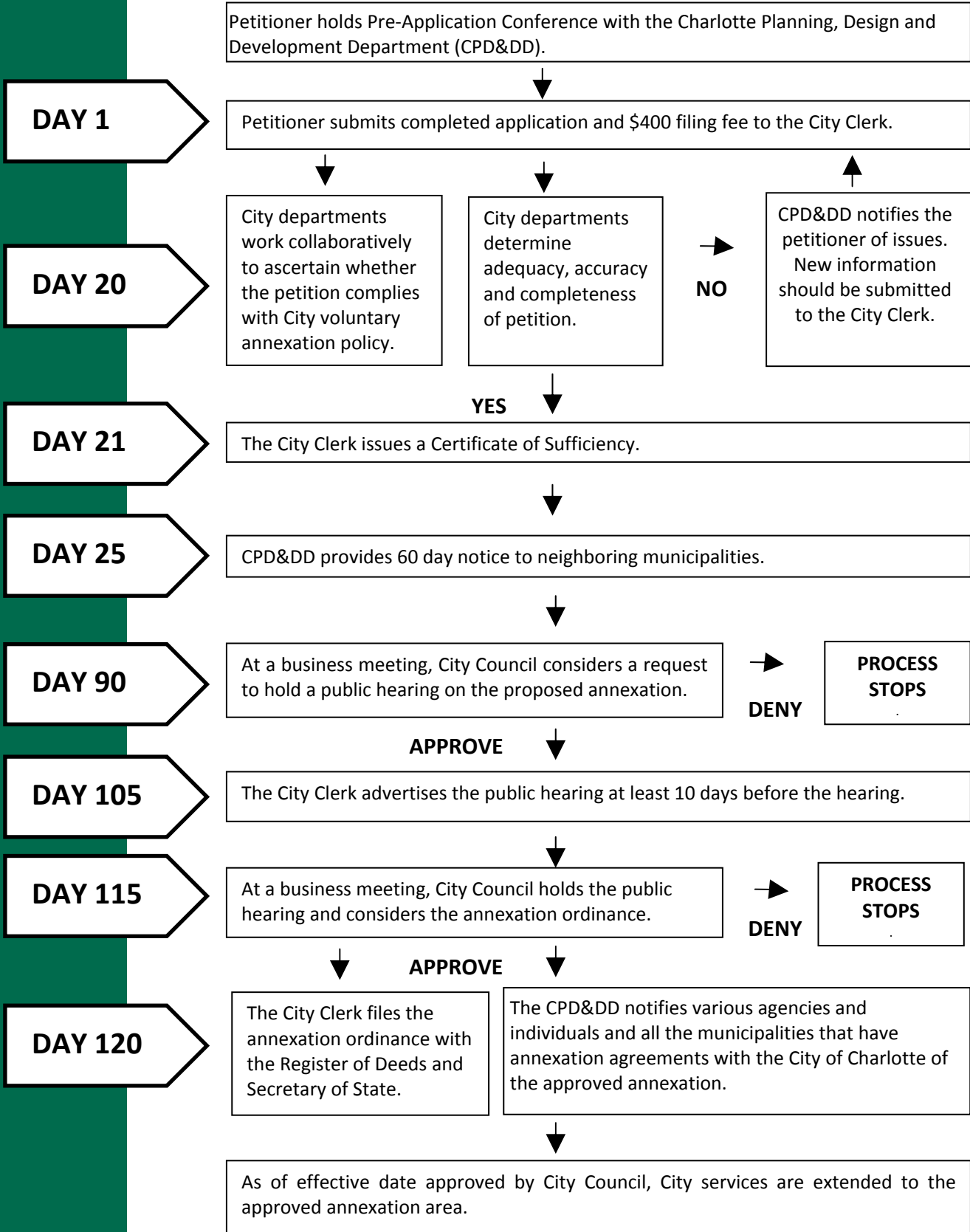
Pursuant to annexation agreements between the City of Charlotte and neighboring towns, no annexation ordinance may be adopted by Charlotte City Council without first giving sixty days advance notice to each town which is a party to these agreements. The City will be responsible for providing that notice is given for any annexation petition accepted by the City Council and for which a public hearing is scheduled. No annexation ordinance will be adopted by the City Council until after the sixty-day notice requirement has been satisfied. If a petitioner desires that the City consider a more expeditious annexation schedule, a petitioner must secure a written waiver from each town which is a party to these agreements, on the town’s stationery and signed by a duly authorized municipal official, in the form set forth and attached (See Exhibit A at the end of this document for an example). Upon receipt by the City of all necessary waivers, the City Council will be in a position to consider a more expeditious annexation. The Cities or Towns currently having annexation agreements with the City of Charlotte are the Cities or Towns of Concord, Cornelius, Davidson, Harrisburg, Huntersville, Marvin, Matthews, Midland, Mint Hill, Stallings and Weddington. Petitioners are responsible for verifying with the Charlotte City Attorney’s office (704-336-2254) whether any additional annexation agreements have been executed subsequently.

The completed petition submission is made to the City Clerk’s Office using the procedures and forms contained in this document. The City Clerk’s Office is located in the Charlotte-Mecklenburg Government Center, 600 East Fourth Street, on the 7th floor. After receiving the petition packet, the City Clerk will determine the sufficiency of the petition and if it is incomplete, the petitioner will be notified of any additional information that is required.

The entire process takes approximately four months, from receipt of a sufficient petition packet to a final City Council decision. Applicants are reminded that the title cannot be transferred on the subject property during this process as it could serve to invalidate the process. City Council is required to hold a public hearing on the requested voluntary annexation. The annexation will become effective after City Council renders its affirmative decision on the request.

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# VOLUNTARY ANNEXATION TIMELINE\*



\* Please note: The timeline may vary based upon completeness of petition packet, City Council calendar, comments received from neighboring municipalities, and other factors.

# APPLICATION INSTRUCTIONS

This application to request voluntary annexation may be obtained from:

City Clerk  
600 East Fourth Street, 7th Floor  
Charlotte, NC 28202  
(704) 336-2248  
CityClerk@charlottenc.gov  
[www.charmeck.org/city/charlotte/CityClerk](http://www.charmeck.org/city/charlotte/CityClerk)

It is strongly preferred that these completed forms be submitted to the Office of the City Clerk in **electronic** format, preferably in Microsoft Word, by e-mail or on writeable CD (with the exception of the cover letter and petition which must have an original signature and therefore need to be submitted in hardcopy). Maps should be submitted in hard copy and electronically, preferably in pdf format.

A completed petition consists of the following:

1. **Letter addressed to the Mayor and City Council**, stating the name(s) of petitioner(s), parcel identification number(s) and address(es) of the affected parcel(s) and total number of acres involved.
2. **Petition**, containing the original signatures of all the names of all the property owners. Signatures:
  - **Own Signature:** Each person signing a protest petition must sign his or her own name.
  - **Wife and Husband:** For property owned jointly by a wife and husband, 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.
3. **Narrative description of the subject property boundary**, that shall:
  - Be accurate and prepared in conformance with applicable law and surveying standards;
  - Be consistent with the map described in paragraph 4 below in all regards;
  - Be written in a clockwise direction.
  - Describe the perimeter of the subject property.
  - Note expressly those segments where the description is following and contiguous to the existing City limits.
  - 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).

4. **Map of the subject property**, the map must be in a form acceptable to the Mecklenburg County Register of Deeds (a surveyor's or engineer's map), and should have labelled the boundaries of the property being requested for annexation, as well as the existing city limits as it relates to the subject property, and the Mecklenburg County boundary (if applicable). The map should contain the calls and distances for each portion of the boundary of the subject property. The map should not contain color or shading. Two forms of the map are required: One hard copy with image sharp enough to make it easily reproducible, and one electronic copy (.pdf format) with page image no larger than 8 ½" x 11". The name of the annexation area should appear legibly on the map when reproduced at 8 ½ x 11. The tax ID numbers should be printed on the map.
5. **Fiscal Analysis Data Sheet**, to be completed for undeveloped properties providing summary-level information on the petitioner's planned land development for the subject property (see attached). In accordance with the City's Voluntary Annexation Policies (adopted by City Council on March 24, 2003), "Voluntary annexations may be approved in instances where City services can be extended to the annexation area without an undue negative impact on City finances..." The information contained on the completed Data Sheet will enable City staff to conduct the necessary financial analysis in accordance with annexation policy.
6. **\$400 Filing Fee**, by check only, made payable to the City of Charlotte must accompany the petition.

Questions should be directed to:

Katrina Young, Planning Program Manager  
Charlotte-Mecklenburg Planning Department  
600 East Fourth Street, 8th Floor  
Charlotte, NC 28202  
(704) 336-3571  
kjyoung@charlottenc.gov

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**PETITION REQUESTING ANNEXATION**

*(Insert Name of Annexation Area Here)*

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

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**To the City Council of the City of Charlotte, 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 Charlotte:
  
2. The boundary of the area to be annexed is contiguous to the City of Charlotte and is set forth below:

**LEGAL DESCRIPTION**

*(Insert Legal Boundary Description Here)*

<i>Property Owner Name (Printed)</i>	<i>Address or Parcel/ Tax ID Number of Property Proposed for Annexation</i>	<i>Mailing Address of Property Owner</i>	<i>Signature of Property Owner or Authorized Agent and Title (Print Name &amp; Title Below Signature)</i>

(Use additional sheets as necessary)

**PETITION REQUESTING ANNEXATION**

*(Insert Name of Annexation Area Here)*

<i>Property Owner Name (Printed)</i>	<i>Address or Parcel/ Tax ID Number of Property Proposed for Annexation</i>	<i>Mailing Address of Property Owner</i>	<i>Signature of Property Owner or Authorized Agent and Title (Print Name &amp; Title Below Signature)</i>

(Use additional sheets as necessary)

**CITY OF CHARLOTTE - VOLUNTARY ANNEXATION PETITION  
FISCAL ANALYSIS DATA SHEET**

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

Annexation area name: \_\_\_\_\_

Petitioner(s): \_\_\_\_\_

Subject area acreage: \_\_\_\_\_

Current land use: \_\_\_\_\_

Proposed land use or development (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Residential (single family):      Number units: \_\_\_\_\_      Anticipated build-out \_\_\_\_\_ years

Av. price point: \$ \_\_\_\_\_/unit

Residential (multi-family):      Number units: \_\_\_\_\_      Anticipated build-out \_\_\_\_\_ years

Type tenancy: € Own      Av. price point: \$ \_\_\_\_\_/unit

€ Rent      Av. price point: \$ \_\_\_\_\_/month

Retail:      Square footage: \_\_\_\_\_      Anticipated build-out \_\_\_\_\_ years

Type tenancy: \_\_\_\_\_

Commercial (non-retail, e.g. office, medical, fitness, services, hotel, theater):

Square footage: \_\_\_\_\_      Anticipated build-out \_\_\_\_\_ years

Type tenancy: \_\_\_\_\_

Other (e.g. school, daycare, church, open space, governmental or other tax-exempt activity):

Square footage: \_\_\_\_\_      Anticipated build-out \_\_\_\_\_ years

Type tenancy: \_\_\_\_\_

Infrastructure:      Centerline linear feet of publicly-dedicated roadways proposed: \_\_\_\_\_ feet

Public sewer/water proposed (describe): \_\_\_\_\_

\_\_\_\_\_

Development scale:      Maximum number of proposed stories: \_\_\_\_\_ stories

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# EXHIBIT A

(Example of Waiver from Towns with Annexation Agreements with Charlotte)

Mayor  
City of Charlotte  
600 E. Fourth Street  
Charlotte, North Carolina 28202

Dear Mayor:

This letter is to notify the City of Charlotte that the City/Town of \_\_\_\_\_ hereby waives the sixty (60) day notice requirement contained in the Annexation Agreement, as amended, between our municipalities. This waiver only applies to the annexation by the City of Charlotte of the property shown on the attached map. The undersigned has been duly authorized to execute this waiver on behalf of the City/Town.

Sincerely,

Name:

Title:

Note: The Petitioner must attach to this letter a copy of the same map which is submitted to the City of Charlotte as part of the annexation petition.

# Charlotte, North Carolina Annexation History

