



# Town of Mint Hill

## Voluntary Annexation Packet

### VOLUNTARY ANNEXATION SUBMITTAL REQUIREMENTS:

Only **complete** submittals will be processed. The following items are required to be submitted to the Town Clerk in order for your application to be deemed complete:

- Original Petition Form Signed by ALL Owners of the property
- Legal description of the area to be annexed in both hard and digital (Word) format
- A complete copy of the last deed of record for each parcel of property to be annexed
- **2** (Two) paper copies of the draft annexation plat prepared by a registered land surveyor including the following information:

1. Title block:

#### **Annexation Map for Town of Mint Hill**

2. Vicinity map showing location of property in relation to the primary corporate town limits, (indicate where corporate limits are adjacent to the property or the location of the closest point of the primary Town Limits)
3. Surveyors' certificate
4. The following review officer's certificate:

**Review Officer's Certificate**  
**State of North Carolina**  
**Mecklenburg County**

I, \_\_\_\_\_, Review Officer of Mecklenburg County, certify that the plat or map to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
**Review Officer**

\_\_\_\_\_  
**Date**

After the draft annexation plat is approved by the Town Clerk, two (2) mylar copies of the Annexation Plat will be required to be submitted prior to the Public Hearing and official action by the Board of Commissioners along with recordation.