



# 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.



# Voluntary Annexation Petition

## To the Board of Commissioners of the Town of Mint Hill:

We, the undersigned, being all of the owners of the real property described herein, respectfully request that the area described herein be annexed to the Town of Mint Hill pursuant to the provisions of G.S. 160A-31.

The area to be annexed is contiguous to the existing Town Limits of Mint Hill and the boundaries of such territory are as indicated below and on the attached map and description.

### Property Information:

*If only part of a parcel is included, then write "Part" after the Mecklenburg County Parcel Identification Number (s).*

Mecklenburg County Parcel Identification Number(s):

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Acreage of Annexation Area: \_\_\_\_\_ Number of existing residential dwelling units: \_\_\_\_\_

Existing Population: \_\_\_\_\_ Do you declare vested rights\*? \_\_\_ yes \_\_\_ no

*\*We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate "yes" and attach proof.)*

### Property Owner Information:

*All property owners must sign this petition including husband and wife if jointly owned*

PROPERTY OWNER	ADDRESS	SIGNATURE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____