



**PETITION FOR ANNEXATION
INTO THE CITY LIMITS OF THE CITY OF SANFORD, NORTH CAROLINA**

SUBMITTAL CHECKLIST

PLEASE COMPLETE THE FOLLOWING CHECKLIST AND INCLUDE ALL OF THE REQUIRED ITEMS FOR THE ANNEXATION PETITION – All required information must be submitted as one complete package. Incomplete submittals will not be processed.

___ **WRITTEN METES AND BOUNDS DESCRIPTION OF THE PROPERTY TO BE ANNEXED.** Must be typed and attached to the petition **and** submitted electronically.

___ A MAP THAT DEPICTS THE AREA TO BE ANNEXED IN RELATION TO THE CURRENT CITY LIMITS (4 paper copies for review purposes only). After adoption of the annexation 4 paper copies and 2 mylars (1 mylar for flat files in planning office and 1 mylar for recoding at the Register of Deeds Office) shall be submitted. (The exact boundary lines of the area to be annexed fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing city limits, labeled and distinctly marked. We encourage a meeting with staff prior to submission to determine if the right-of-way (or what portion of the right-of-way) should be included in the proposed) annexation.

Information to be included on the map:

1. ___ Any utility easements with metes and bounds, this includes all CP&L easements. CP&L easements must be included in the annexation boundaries or acreage.
2. ___ Accurate locations and descriptions of all monuments, markers, and control points.
3. ___ Ultimate right of way widths on all streets
4. ___ Title, “ANNEXATION MAP for the CITY OF SANFORD” or “SATELLITE ANNEXATION MAP for the CITY OF SANFORD”, as appropriate.
5. ___ Name of property owner(s)
6. ___ Name, seal and registration of Professionally Licensed Surveyor (PLS).
7. ___ Pin Number of Parcel(s), Tax Map No(s).
8. ___ Date of the survey and map preparation; a north arrow indicating whether true north or magnetic, and graphic scale
9. ___ Names of the city, county, and state
10. ___ A detailed vicinity map
11. ___ Any other information such as easements and encroachments that are pertinent to the submission of the map.
12. ___ If contiguous to city limits, include all separating areas i.e. right-of-ways for streets, railroads, and other areas as stated in G.S. 160A-31 (f), unless otherwise stated in the annexation amendment.
13. ___ Show all contiguous or non-contiguous city limits.

Annexation Request:

Commercial

Industrial

Residential

| | | | |
|---------------|-------|------------|-------|
| Single-family | _____ | # of units | _____ |
| Townhouses | _____ | # of units | _____ |
| Duplexes | _____ | # of units | _____ |
| Apartments | _____ | # of units | _____ |
| Condominiums | _____ | # of units | _____ |

OFFICE USE ONLY: CHRONOLOGICAL RECORD

| | <u>DEPARTMENT</u> | <u>DATE</u> | <u>SIGNATURE</u> |
|--|-------------------|-------------|------------------|
| 1. Preliminary Application | Comm. Dev. | _____ | _____ |
| 2. Petition initially received by Development Services | Comm. Dev. | _____ | _____ |
| 3. Zoning | Comm. Dev. | _____ | _____ |
| 4. Petition analyzed as to signature sufficiency | Legal Dept. | _____ | _____ |
| 5. Petition analyzed as to location/contiguity | Legal Dept. | _____ | _____ |
| 6. Petition certified as sufficient (<i>see below</i>) | City Clerk | _____ | _____ |
| 7. Petition formally received by Council: | | | |
| Public hearing set | Comm. Dev. | _____ | _____ |
| 8. Public hearing conducted by City Council | City Clerk | _____ | _____ |
| 9. Annexation Ordinance () Adopted () Rejected | City Clerk | _____ | _____ |

Supplement Staff Information for Annexation Petition

In an effort to help the City of Sanford 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. ¾”, 1”, 1.5” 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. ¾ “, 1”, 1.5” 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

Planning & Development - Annexation, Angela Baker (919) 777-1114; Rezoning, Amy McNeil (919)718-4656 x 5397; Strategic Services and Comprehensive Planning – (919) 718-4663; and Public Works (919) 777-1118