

ANNEXATION PETITION AND PLAT REQUIREMENTS

Petitions for annexation must first be submitted to the staff for review. The Planning Staff places a valid petition on the Technical Review Committee Agenda for recommendation to the Planning Board, and the Planning Board makes recommendations to the City Council for final determination.

These instructions must be followed if the petition is to be placed on the agenda of the Technical Review Committee. Thus, it is in the interest of the petitioner that all requirements of the petition be met and that the necessary plats be submitted along with the petition.

THE SUBMISSION FOR ANNEXATION PETITION AND PLAT APPROVAL SHALL INCLUDE THE FOLLOWING:

A. Petition

1. Completed petition with original signature(s). Petitions must be signed by all landowners of the entire property to be annexed.

(NOTE: If the spaces on the petition are insufficient to show the reasons for the request and a legal description of the property, additional sheets may be attached to the petition.)

2. A copy of the recorded deed to the property shall be required.
3. A copy of the tax card (from the Wilson County tax office) shall be required.
4. If City services are required for a particular tract of land prior to final approval of the annexation, an original, signed agreement not to withdraw the petition shall be required for signature from the City Manager's office.

B. Annexation Plat (13 copies initially)

1. Shall be a reproducible map in cloth, linen, film or equal (Register of Deeds office prefers mylar).
2. Size of map must be 18x24 inches:
 - a. 1½" for binding on the left side
 - b. ½" border on each of the other sides
 - c. Maps may be placed on two or more sheets with appropriate match lines.

3. Scale of location map is 1 inch = 400 feet
4. Date, north point, barscale
5. Prepared by registered engineer or surveyor
6. Name, address, registration number and seal of surveyor or engineer
7. Names, addresses of owners
8. Location of property to include:
 - a. Township
 - b. County and State,
 - c. Date or dates the survey was made;
9. Locate the names of owners of adjacent land
10. Locate state plane coordinates for any four points on outer most edges of the area to be annexed.
11. Certificates:
 - a. by surveyor/engineer for accuracy of survey and plat (notarized)
 - b. _____ of title, showing applicant is landowner _____
12. Also see attached sheets for examples for actual map formats.