

## ANNEXATION PLAT CHECKLIST

Name or location : \_\_\_\_\_

Address: \_\_\_\_\_

Tax Parcel: \_\_\_\_\_

**Requirements for Plats**

See GS 160A-31 (Contiguous) and GS 160A-58.1 (Satellite)

	Approve _____	Disapprove _____	NA _____
Petition completed and signed by all owner(s)	_____	_____	_____
If applicable, Agreement not to withdraw petition submitted	_____	_____	_____
Plat submitted on 18 x 24 paper with (a) 1½" of free space along the left side; (b) ½" border on each of the other sides (no exceptions)	_____	_____	_____
Plats with multiple sheets have appropriate match lines (no exceptions)	_____	_____	_____
Metes and bounds description submitted	_____	_____	_____
Metes and bounds cannot be a tax parcel map or number and must match the plats metes and bounds	_____	_____	_____
Copy of deed to property-verify that people that signed petition are in fact property owners	_____	_____	_____
Petition certified by City Clerk-do after you verify metes and bounds and signatures are correct	_____	_____	_____
Agreement signed by Manager	_____	_____	_____
Prepared by registered engineer or surveyor	_____	_____	_____
Name, address, registration number and seal of engineer or surveyor	_____	_____	_____
Name and address of owner	_____	_____	_____
Drawn to engineer's scale	_____	_____	_____
North Arrow and bar scale	_____	_____	_____
Date plat prepared	_____	_____	_____
Location map (nearest intersection of 2 public streets)	_____	_____	_____
Total acreage	_____	_____	_____
Existing, platted, and proposed streets (show names, SR #, R-O-W width)	_____	_____	_____
Existing railroad R-O-W's (width and name)	_____	_____	_____

Existing and proposed alleys (show width)	_____	_____	_____
Existing and proposed easements (show width and purpose)	_____	_____	_____
Boundary of floodway and floodway fringe	_____	_____	_____
Township, County and State	_____	_____	_____
Names of owners of adjacent land	_____	_____	_____
State plane coordinates for any four points on outer most edges of area to be annexed	_____	_____	_____
Certificates by surveyor/engineer for accuracy of survey and plat (notarized)	_____	_____	_____
Certificate of title, showing applicant is owner	_____	_____	_____

**Note: Review Officer, City Engineer and City Clerk certificates not required on annexation plats.**