

ANNEXATION PLAT CHECKLIST

Name or location: _____

Requirements for Plats (See GS 169A-31 and GS 160A-53.1):

	Approve	Disapprove	N/A
Petition completed and signed by owner(s)	_____	_____	_____
Plat submitted on 18x24 paper with 1½” border on left side and ½” border on all other sides	_____	_____	_____
Plats with multiple sheets have appropriate Match line (no exceptions)	_____	_____	_____
Metes and bounds description submitted (Cannot be a tax parcel map or number. Must match the plats metes and bounds.)	_____	_____	_____
Verify ownership of those who signed petition	_____	_____	_____
Petition certified by City Clerk – after metes & bounds and signatures are correct	_____	_____	_____
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	_____	_____	_____
Names of adjoining property owners’	_____	_____	_____
Location map (nearest intersection of Two public streets)	_____	_____	_____

Total acreage _____

Existing, platted, and proposed streets
(Names, SR#, & R-O-W width) _____

Township, County, and State _____

State plane coordinates for any four points
on the outermost area of the area to be
Annexed _____

Certificate by surveyor/engineer for accuracy
Of survey and plat _____

Ordinance Number
(After approved by City Council) _____

Note: Review Officer, City Engineer, and City Clerk certifications are not required on annexation plats.