



## **ANNEXATION PETITION – NON-CONTIGUOUS PROPERTY**

**TO: The City of Elizabeth City  
ATTN: City Clerk  
P. O. Box 347  
Elizabeth City, NC 27907**

**RE: Petition Requesting Annexation**

Pursuant to the provisions of Sections 160A-58.1 of the NC General Statutes, we the undersigned owners of real property described below do hereby request that said property

Located at: \_\_\_\_\_,

Tax Block(s) \_\_\_\_\_,

Tax Lot(s) \_\_\_\_\_,

be annexed into the City of Elizabeth City.

We certify: that the property is noncontiguous to the present City limits; that a legal description (metes and bounds) is attached as Exhibit A and a map of said property is attached and denoted as Exhibit B. Exhibit B (map) shall conform to the City of Elizabeth City Mapping and Documentation Policy for voluntary annexation petitions. (The policy is attached.)

Upon certification of the petition, petitioner will provide one digital file and 10 copies (11" x 17") of a map and an electronic legal description (in a format accessible by Word).

All individuals whose names appear on the deed to the property or otherwise have an ownership interest shall sign.

**[Signatures on following page(s)]**

1) \_\_\_\_\_  
Printed Name Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

(SEAL) \_\_\_\_\_, Notary Public  
Printed Name: \_\_\_\_\_

2) \_\_\_\_\_  
Printed Name Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

(SEAL) \_\_\_\_\_, Notary Public  
Printed Name: \_\_\_\_\_

3) \_\_\_\_\_  
Printed Name Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

(SEAL) \_\_\_\_\_, Notary Public  
Printed Name: \_\_\_\_\_

4) \_\_\_\_\_  
Printed Name Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed above, and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

(SEAL) \_\_\_\_\_, Notary Public  
Printed Name: \_\_\_\_\_

Date received by City Clerk \_\_\_\_\_ BY: \_\_\_\_\_

**ATTACHMENT**

**To: Developers and/or Developer's Surveyor**

**Reference: Annexation Petition & Mapping Requirements**

- 1. Provide copy of recent tax map of subject property;**
- 2. Provide list of all tax lot & block numbers of area to be annexed;**
- 3. Show all tax lot and block lot info for subject property and all adjoining property;**
- 4. Title Block:**
  - a. Voluntary Annexation to the City of Elizabeth City**
  - b. Petitioned by: \_\_\_\_\_ (current owners)**
  - c. \_\_\_\_\_ Township Name, Pasquotank County, North Carolina**
  - d. Ordinance No: \_\_\_\_\_, Effective Date \_\_\_\_\_**
  - e. Plat prepared by: \_\_\_\_\_ (give your company info, field work date and platting date)**
- 5. Above or near title block, this statement shall be placed:**

***This plat was prepared for the City of Elizabeth City and is to be used for annexation purposes only; not to be used for conveyance or transfer.***
- 6. Show previous annexation info adjoining subject property, i.e. cite ordinance number and effective date of annexations, where they adjoin subject property (example: A corporate limits of the City of Elizabeth City as per Ordinance No 07-01-1, effective date 3-01-07); Non-contiguous annexation should be entitled: Satellite annexation to the City of Elizabeth City**