



CASE NO. _____
MEETING DATE _____

TOWN OF MOORESVILLE REQUEST FOR ANNEXATION

IMPORTANT INSTRUCTIONS FOR FILING ANNEXATION APPLICATION

APPLICATION MUST BE FILED IN PERSON, CAN'T BE ACCEPTED BY MAIL

The application must be submitted in person to the Mooresville Planning Department, 413 N. Main, Mooresville, NC, 28115, You will be notified of the date, time, and location of the meeting. Applications are placed on the agenda according to the acceptance date. A voluntary annexation fee is required to be paid when submitting the application form. Make checks payable to the Town of Mooresville. A complete annexation request shall include this application along with those items listed in the check list on the next page. The annexation deadline is January 31st of each year. All voluntary annexations approved by the Mooresville Board of Commissioners will become effective June 30th of the same year.

Voluntary Annexation Request	\$ 50.00 (Less than 3.0 acres)
	\$300.00 (3.0 acres or larger)

The following information is required:

1. If title to the property is not in the name of the applicant, include a notarized letter from the owner signifying his approval.
2. Application must be completed, dated, and signed by the appropriate parties for acceptance.

FOR YOUR INFORMATION

Overview

Generally, the annexation process is concluded over a 90-120 day period and allows a certain degree of flexibility. The annexation procedure is mandated by State Statutes, and for this reason, flexibility is limited.

The Town of Mooresville policy requires that any applicant requesting municipal water and/or sanitary sewer services outside of the Corporate Limits of the Town of Mooresville must petition the Town of Mooresville for voluntary annexation. For additional information regarding the feasibility of municipal utility extension and any applicable extension, tap, and service availability fees associated with municipal utility extension, please contact the Town Engineer at (704)-662-8472. For additional information regarding petitioning the Town of Mooresville for voluntary annexation, please contact the Department of Planning/Zoning and Engineering at (704)-662-7040.

Request for Utility Extension

Any formal request for utility extension should be submitted in writing to the Town Engineer. Following determination that the requested utility extension is feasible, the Town Engineer shall forward the request to the Town Clerk for formal consideration by the Town of Mooresville Board of Commissioners. If the parcel(s) proposed for service are outside the Town 's Corporate Limits, the applicant is required to file a voluntary annexation petition for consideration by the Town of Mooresville Board of Commissioners.

Upon approval of the initial request to extend utilities by the Town of Mooresville Board of Commissioners, the applicant may proceed with the extension of utilities and associated offsite utility easement acquisition as described in the Town of Mooresville utility extension policy. Approval of construction documents, system development charges and payment of capital improvements costs are coordinated through the Town Engineering Office by the Town Engineer and appropriate State agencies prior to construction of those facilities. The payment of all associated tap availability fees is required prior to the provision of utility service.

Municipal utility service to any unincorporated parcel is subject to double inside rates until the effective date of annexation by the Town of Mooresville Board of Commissioners.

Rezoning, Site Plan, and Subdivision Plat Application for Locations outside the Corporate Limits

Any application for rezoning, site plan, or subdivision plat review for any parcel located outside the Town of Mooresville Corporate limits must also include a voluntary annexation petition for incorporation into the Town of Mooresville. Any applications that do not include an annexation petition are ineligible for further consideration by the Town, since annexation provides the authority to assign zoning and approve subdivision plats and site plans. For additional information these applications, please contact the Department of Planning/Zoning and Engineering at (704)-662-7040.

Annexation Petition Process

The Town of Mooresville Board of Commissioners will consider all annexation petitions as prescribed below. A petition for the annexation of contiguous or noncontiguous parcel(s) is formally considered by the Town of Mooresville Board of Commissioners during three separate meetings for issuance of (a) *Resolution to Investigate Sufficiency for Annexation*; (b) *Certificate of Sufficiency*; and (c) *Resolution Ordering Notice of Public Hearing* for each petition or annexation case. Following the Public Hearing, the Town Board of Commissioners may adopt the annexation ordinance incorporating the parcel(s) within the Town of Mooresville Corporate Limits.

CHECK LIST OF ITEMS TO BE INCLUDED ON / WITH APPLICATION

- Submit a copy of the utility extension application by January 15th of annexation year.
- Submit annexation (Applicant must be same as property owner on effective date of annexation).
- Submit current deed of record.
- Submit metes and bounds (Legal Description of property, 12 pt font minimum).
- Submit Iredell County tax map.
- Pay applicable fees.
- Signed application or have notarized letter from property owner for annexation.
- Submit 2 mylars (18"x24'), 4 bond prints (blackline).

Your annexation request may not be placed on the agenda if complete information and requested documentation is not included.

“TOWN BOARD HEARING PROCEEDINGS”

All exhibits should be numbered and must remain with the Board. Please turn them into the Zoning Administrator for tagging. Persons wishing to speak must sign in and limited to five (5) minutes. Those wishing to speak more than five (5) minutes must have approval by the Chairman of the Board of Adjustments **at least ten (10) days prior to the day of the meeting.**

The Planning Department shall be notified in writing fifteen (15) days before the Planning Board meeting of a withdraw for the full refund of the application fee. Failure to withdraw within fifteen (15) days of the meeting date will forfeit all refunds.

Town Council Dates:

Request to Investigate Sufficiency: _____

Certificate of Sufficiency: _____

Public Hearing: _____

Proposed Effective Date: _____



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APPLICATION FOR ANNEXATION

Contiguous to Town limits Non Continuous to Town limits

Applicant Information

Applicants Name:	_____
Applicants Address:	_____

Applicants Phone No:	_____

Parcel Information pertinent to the rezoning request:

Address:	_____		
Tax Value:	_____	Acreage:	_____
Existing Zoning:	_____	Proposed Use:	_____
Parcel Number:	_____	Fire District:	_____

Has any vested right under North Carolina General Statutes been established for the property subject to this annexation petition by Iredell County? If so please explain.

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I certify that all of the information presented by me is accurate to the best of my knowledge, information, and belief.

Signature of Applicant / Owner Date

Name of Applicant

Complete Address

Phone Number

If the applicant is not the owner, the owner's signature must be notarized.

_____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness by my hand and official seal this ____ day of _____, 20____.

My Commission expires _____

Notary Public

IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY, indicate the owner's name and address, along with a notarized letter signifying approval TO REQUEST A ANNEXATION on his property.

Property Owner

Complete Address

Phone Number

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Please list all the **property owners** of the properties **requesting annexation** below. If there are not enough spaces please follow the same format below on a separate sheet and attach to the application.

Name	Address	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

This information can be obtained through the Iredell County Web Page at www.co.iredell.nc.us then click on GIS. If you need assistance call the Iredell County Mapping Department at 878-3137 or the Mooresville Planning Department at 662-7040



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Annexation Policy Statement

I met with _____ of the Town of Mooresville, and understand that under the Town of Mooresville's Annexation Policy the effective date of annexation occurs annually on June 30th. I further certify that I understand that until the effective date of the annexation, I will be charged utility service rates at twice the amount of volume rates and minimum usage rates. This charge applies to both water and sewer utilities fees. This "outside" rate will be effective until the actual annexation date of June 30th each year.

I acknowledge that the General Statutes of the State of North Carolina allow that a petitioner of annexation will be charged by the county tax assessor municipal taxes beginning January 1st of each year although the official annexation into corporate city limits will not commence until June 30th annually.

I understand this information and agree to the conditions.

Property Owner

Date

Cas6/09