

VOLUNTARY ANNEXATION PETITION SUBMITTAL CHECKLIST

- Please complete application and provide the required information. In order for this application to be accepted, all applicable sections of the application must be completed and all required information provided at the time of submittal. A complete application must be received by 5:00 p.m., on the date of the application deadline, to be placed on the next agenda.
- Applicant has had a pre-application conference with the Zoning Coordinator in the past three (3) months?
- Copies of the recorded deed(s) for the subject property have been provided. Also, include a **written metes and bounds description** of the property to be annexed.
- Include a **map** that shows the property to be annexed. Please be advised that the petitioner must have an annexation map prepared by a professional land surveyor or professional engineer and submitted for review by Planning and Development Department staff prior to the annexation public hearing. Consult the Annexation Map Checklist in the *Guidebook of Standards and Practices for Development* published by the City of High Point for required elements. (Contact the Department of Planning and Development for more information).
- Tax parcel number(s) of the site has been provided.
- Voluntary Annexation requests within Davidson County required Resolution of Approval, from the Davidson County Commissioner, prior to having a pre-application conference and prior to submittal of an application.
- Application Fee.** See City of High Point Development Fee Schedule using link below. Annexation application fee is noted on page 5. <http://www.buildhighpoint.com/35/Fees>

(NOTE: The application fee includes the cost to record the adopted annexation ordinance and annexation map. In addition to the application fee, the property shall also be subject to acreage fees and frontage fees [for water service and sewer service]. Please contact the Public Service Department for more information.)
- Application has been signed (*Signatures of **all Property Owners***).
(NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)
- For additional information, please visit [buildhighpoint.com](http://www.buildhighpoint.com). High Point's one source development guide that helps you navigate the process for developing and building within the City of High Point.

City of High Point Planning & Development Department



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P.O. Box 230
High Point, NC 27261
Phone: 336-883-3328

Revised: 10-01-2020



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT

VOLUNTARY ANNEXATION PETITION

DEPARTMENT USE ONLY: DATE FILED _____; CASE # _____; FIRE DISTRICT _____.

INSTRUCTIONS

Please complete this application and provide the required information. In order for this application to be accepted, all applicable sections of this form must be completed and all required information provided at the time of submittal.

- Include with this application a complete copy of the last **deed of record** for all property to be annexed. Also, include a **written metes and bounds description** if the description contained in the deed is different from the boundary survey of the property to be annexed.
- Include a **map** that shows the property to be annexed. This initial map does not have to be professionally prepared, but must be clear and to a readable scale.
- Please be advised that the petitioner must have an annexation map prepared by a professional land surveyor or professional engineer and submitted for review by Planning and Development Department staff prior to the annexation public hearing. Consult the Annexation Map Checklist in the *Guidebook of Standards and Practices for Development* published by the City of High Point for required elements. (Contact the Department of Planning and Development for more information).
- **Applicants are required to have a Pre-Application Conference prior to submittal of an annexation petition. Has the applicant and/or property owner(s) had a Pre-Application Conference with the Planning & Development Department within the past 3 months?**

I. GENERAL INFORMATION

I/We the undersigned owner(s) of real property respectfully request that the area described herein be annexed to the City of High Point. The area to be annexed is **contiguous** **non-contiguous** to the City of High Point and the boundary of such land area is described in the attached deed(s) and illustrated on the attached map. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads and other areas as stated in G.S.160-31(f).

Primary Contact Person Information

1. Applicant:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

2. Property Owner: (if different from applicant):

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

If there are additional property owners, check here and attach their names, addresses and telephone numbers.

3. Representative: If an attorney, engineer or realtor will represent the applicant and/or property owner, please list:

Name and Address: _____
Street Address, City, State, Zip Code

Telephone number (w) _____ (fax) _____ (e-mail) _____

Vested Rights

Any zoning vested rights acquired pursuant to G.S. 160D-108.1 must be declared and identified in this application. Failure to declare vested rights, if existing, will result in the termination of any such rights previously acquired. The undersigned owner(s) () **declare** () **do not declare** that there is an established zoning vested right. (If a vested right(s) is declared, proof of such right(s) must accompany this application).

II. PROPERTY INFORMATION

County

In which county (or counties) is the property to be annexed located? Guilford / Davidson / Randolph / Forsyth

Street Address and/or General Location _____

_____ **Proposed City of High Point Ward #** _____

Parcels

County Tax Parcel Number	Deed Reference	Acreage	Existing Population	Assessed Value	
				Land	Improvements
Totals:					

III. PLANNED IMPROVEMENTS

List the proposed land use(s), the description of planned improvements and the estimated costs of those planned improvements anticipated over the next 5 years on the property.

Year	# of Units ¹ and Type	Land Use Code ²	Length of New City Streets	Estimated Average Selling Price/Unit	Total Value
1					
2					
3					
4					
5					
Totals:					

¹Units=dwelling units or non-residential buildings

² 1=Commercial 2=Industrial 3=Residential

IV. RIGHT-OF-WAY DEDICATION

By signing this annexation petition, the owner(s) acknowledge that the City of High Point requires petitioners to offer the dedication of street right-of-way if the property to be annexed is situated on a street scheduled for improvement, as shown on the City's adopted Thoroughfare Plan and/or Collector Street Plan. The purpose of this right-of-way dedication is to reduce the public's expenditures for acquiring necessary rights-of-way for future improvements and to provide for street improvements in areas that will use and benefit from them. The owner(s) further understand that dedication of rights-of-way pursuant with annexation are separate from and in addition to the dedication of rights-of-way required under the City's subdivision regulations or any dedication associated with a Conditional Zoning approval or Special Use Permit request.

The owner(s) also agree that a request for a waiver (if desired) of any right-of-way dedication requirement will be submitted with this application for review by the Technical Review Committee and consideration by the City Council. Only the City Council may grant a waiver to a right-of-way requirement. (For further information on street right-of-way requirements, contact the High Point Department of Transportation.)

V. APPLICABLE FEES

The owner(s) agree to pay the City of High Point an acreage fee of \$350 per acre for water service and \$350 per acre for sewer service immediately prior to the time of annexation if the property is located within Guilford County and prior to connection to city water and sewer if the property is located within Randolph, Davidson or Forsyth Counties. Any utility line assessments which may have been levied by Guilford County, shall be collected either by voluntary payment or through foreclosure of the same by the City. Following annexation, the property annexed shall be subject to the same status regarding charges and rates as any other property located inside the corporate limits of the City of High Point.

VI. OWNERSHIP CERTIFICATION

The appropriate ownership certification must be signed by all legal property owners, including husband and wife, in order for this petition to be accepted for consideration.

Submittal of this application and signing the Board Action Signature Sheet shall be acknowledgment and acceptance of the above noted statement and standards of the City of High Point Development Ordinance.

(See attached Board Action Signature Sheet)

CERTIFICATE OF SUFFICIENCY

To the City Council of the City of High Point, North Carolina:

I, Lisa B. Vierling, City Clerk, do hereby certify that I have examined this application for voluntary annexation and have found it sufficient, pursuant to the Statutes of North Carolina, for the High Point City Council to establish a public hearing date regarding this annexation.

In witness whereof, I have hereunto set my hand and affixed the seal of the City of High Point, this _____ day of _____, 20_____.

(Seal)

Lisa B. Vierling
City Clerk



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT
BOARD ACTION APPLICATION SIGNATURE FORM

DOWNLOAD, PRINT, SIGN, NOTARIZE (if required), SCAN and UPLOAD FORM TO THE APPROPRIATE RECORD

The signature(s) provided below are for the following application: (Check one and enter the case (record) number)

- Annexation, Appeal, COA, Plan Amendment, Special Use, Street Abandonment, Text Amendment, Variance, Zoning Map Amendment

Applicant Signature - Sign when the applicant is different from the property owner(s). Required for Text Amendment applications.

Name (please print legibly), Company or firm name and/or address, Signature

Property Owner(s) Signature - Required for Annexation, COA, Special Use, Variance and Zoning Map Amendment. If the property owner is a company, corporation, LLC, etc. or if the person signing is attorney-in-fact for the property owner, the signature(s) must be notarized below.

Name (please print legibly), Title (i.e. company or corporate officer), Address, Signature (repeated for multiple owners)

Notary Public Certification State of: County of:

I, a Notary Public for said County and State, do hereby certify that personally came before me this day and acknowledged that he/she is the; (complete 1) or 2) below)

1) of, and that said entity is the owner of the real property described in the application referenced above, and that by authority duly given has signed the application in its name and acknowledged on behalf of the due execution of the application;

-OR-

2) Attorney-in-fact for who is/are the property owner(s) of the real property described in the application referenced above, and has signed the application referenced above for and in behalf of said owner(s), and that his/her authority to execute and acknowledge said application is contained in an instrument granting him/her power of attorney, being recorded in the on the day of, and that the said has acknowledged the execution of the referenced application for the purposes expressed therein.

Witness my hand and official seal, this day of, 20

(Official Seal)

Notary Public My commission expires, 20