

City of Roxboro

105 S Lamar Street

Roxboro, NC 27573

(336) 599-3116

www.cityofroxboro.com

Voluntary Annexation



Application & Instructions



PROCESS OVERVIEW

Applicants must arrange an informal pre-application conference with the City of Roxboro Planning and Public Services Departments prior to submitting a request for annexation. The conference is intended to allow staff to review the proposal and advise the petitioner of any utility or location information that would affect the feasibility of the request. Please contact the City of Roxboro Planning & Development Department at (336) 322-6018, to arrange the pre-application conference or for additional information.

Once a complete application is submitted, staff will review for completeness. At this time, staff will also review the level of services needed for the proposed annexation area, estimated cost to the City of Roxboro for providing such services, and appropriateness of requested zoning classification for the area.

After review and determination of completeness of the request, staff will present the request to the City Council at their next meeting, with a resolution directing the Clerk to investigate the sufficiency of the annexation petition (sample form included herein). Provided the Council adopts the resolution directing the Clerk, Planning staff shall submit the rezoning request to the Planning Board, at their next meeting, for consideration.

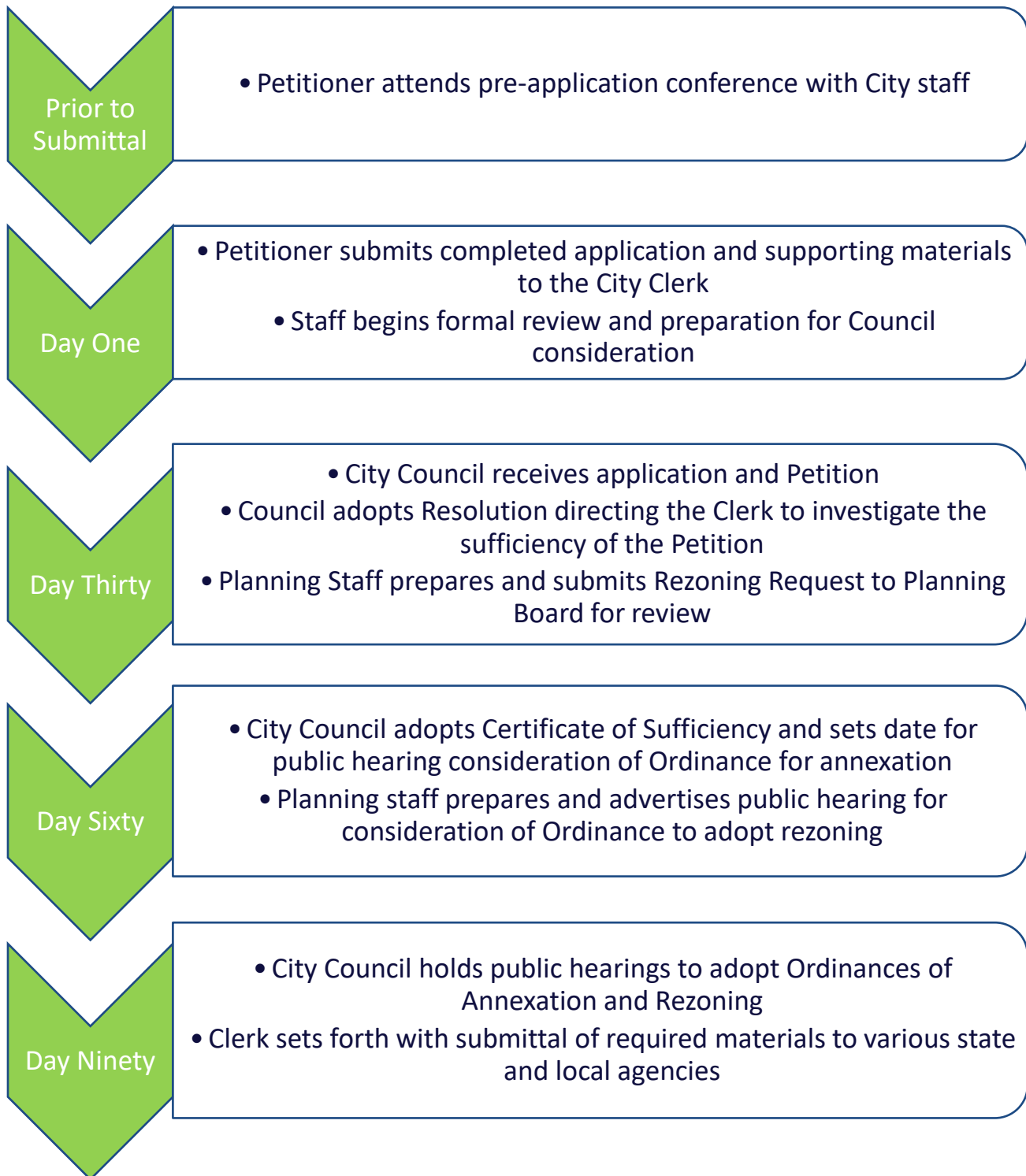
Once the investigation of sufficiency is complete, the Clerk shall prepare a Certificate of Sufficiency and submit same to the Council at their next meeting. At such time, a public hearing date shall be set for review of the requested annexation. Concurrent with this process, the Planning staff shall prepare the Planning Board's recommendation of the rezoning and advertise the required public hearing for the City Council's review at the same meeting as the annexation public hearing.

On the set date of the public hearing, the Council shall conduct a public hearing to consider the Ordinance to approve the annexation and the Ordinance to apply City of Roxboro zoning to the property(ies).

After the completion of the required hearing, and approval of the proposed ordinances, the Clerk shall file the Annexation Ordinance and Annexation Map with the Person County Register of Deeds, NC Secretary of State, Person County GIS Department, Person County Board of Elections, and Person County Board of Education.

At this time, the annexation and rezoning processes shall be complete and the effects of such shall take place on the date adopted in the Ordinances for each.

PROCESS TIMELINE



****Please note: The timeline for any project may vary based upon completeness of the application packet, City Council Calendar, comments received during hearings, and other factors.****

APPLICATION INSTRUCTIONS

Complete submittals will include the Annexation Plat, Written Metes and Bounds Description of Area to be Annexed, Annexation Petition, Property Information Form, and Rezoning Request Application. It is preferred that submittals be in digital and print format, with all digital items submitted via email. The Petition shall contain only original signatures. Below are instructions for the proper submittal of each item.

- **Annexation Plat** – the map must be in a form acceptable for recording by the Person County Register of Deeds and in conformity with NC General Statutes. The boundaries of the area to be annexed shall be properly labeled, as well as the existing corporate limits as it relates to the subject area. The name of the annexation area should appear legibly on the map, with the Tax Map ID numbers. There shall also be a space provided for referencing the adopted Ordinance Number on the face of the map. There shall be two paper, one mylar, and one digital version of the map provided at the time of submittal.
- **Written Metes and Bounds Description** – the description shall be accurate and prepared in conformance with applicable law and surveying standards; consistent with the plat map; be written in a clockwise direction; describe the perimeter of the subject area; note expressly those segments where the description is following and contiguous to the existing corporate limits
- **Annexation Petition** – the petition must contain the names, addresses, and original signatures of all property owners. If property is owned jointly by spouses, each spouse must sign. If property is owned by a corporation the petition must be signed by the president, vice-president, or other duly authorized agent, with representative capacity indicated when signing. If owned by a partnership, the petition must be signed by a partner, or in the case of a limited partnership, a general partner, with representative capacity indicated when signing. If owned by an unincorporated association, the petition must be signed by a duly authorized officer or agent of the association, with representative capacity indicated when signing. If owned by a religious body, the petition must be signed by a duly authorized trustee, officer, or agent, with representative capacity indicated when signing.
- **Property Information Form & Rezoning Application** – these documents shall be completed in their entirety, with any required supplemental materials attached.

Submissions shall be made to the City Clerk at:
105 S Lamar Street, Roxboro, NC 27573 and via email to clerk@cityofroxboro.com

PETITION SAMPLE

SEE NEXT PAGE FOR BLANK FORM

PETITION REQUESTING CONTIGUOUS ANNEXATION

Date: _____

To the City Council of the City of Roxboro, North Carolina:

1. I/We the undersigned owner(s) of real property respectfully request that the area described in "Exhibit A" attached hereto and incorporated herein by reference (attach metes and bounds description) be annexed into the City of Roxboro.
2. The area to be annexed is contiguous to the City of Roxboro per GS 160A-31 and the boundaries are described in the above-referenced attachment.
3. We acknowledge that any zoning vested rights acquired pursuant to GS 160D-108 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in termination of vested rights previously acquired for this property. (If zoning vested rights are claimed, attach proof.)
4. The requested effective date of the annexation is (choose one):

_____ Immediately _____ June 30 of current fiscal year _____ June 30 of next fiscal year

In witness whereof, the petitioner(s) have caused this instrument to be executed on this, the _____ day of _____, 20_____.

PETITIONER(S)

Owner Name <i>(and title, if applicable)</i>	Owner Address	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(additional pages may be attached as necessary for the complete list of owners)

PROPERTY INFORMATION FORM

SEE NEXT PAGE FOR BLANK FORM

PROPERTY INFORMATION FORM

Project Contact: _____

Property Address(es): _____

Tax Map and Parcel Number(s): _____

Acreage: _____

Current Use(s): _____

Propose Use(s): _____

For Proposed Residential Development ONLY

Number of Dwelling Units: _____

Number of Bedrooms per DU: _____

For Proposed Commercial/Industrial Development ONLY

Please describe the types of commercial/industrial uses: _____

Anticipated Build-Out Time: _____ years _____ phases (if applicable)

REZONING REQUEST APPLICATION

SEE NEXT PAGE FOR BLANK FORM

Application for

Official Zoning Map Amendment



Roxboro Planning & Development

105 S Lamar Street Roxboro, N.C. 27573 336-599-3116, ext. 3308

TO THE PLANNING BOARD AND THE CITY COUNCIL:

I/We, the undersigned, do hereby make application and petition to the City of Roxboro Planning Board and Council to amend the Official Zoning Map of the City of Roxboro as hereinafter requested. I hereby certify that I have full legal right to request such action. (Type or Print Clearly)

Petitioner(s): _____

Address: _____

Telephone Number: _____ Email: _____

Interest in Property: _____
(I.e., Owner, Part Owner, Option holder, Governmental Agency, Etc.)

Property Information:

Address: _____

Watershed: _____ Lot Size: _____

Township: _____ Tax Map/Lot #: _____

Current Use: _____

Available Utilities: (check all that apply)

City Water City Sewer Well Septic System None

Zoning Map Amendment:

Current Zoning Classification: _____

Requested Zoning Classification: _____

The undersigned hereby certify that the application material is complete and accurate. Furthermore, the undersign hereby authorizes the City of Roxboro's Zoning Administrator or designated representative to enter upon the above referenced property for the purpose of evaluating this request.

Applicant Signature

Date

Staff Use Only:

Date Received:

Docket #:

Planning Board Meeting Date:

City Council Meeting Date:

Required Submittal Items:

A complete application must contain the following additional items for consideration:

- Application Fee - \$350 (cash, check, or money order made payable to City of Roxboro)
- If the applicant is not the owner of the property, a letter must be provided with the signature of the property owner, verifying awareness of the request being made.

SUBMITTAL CHECKLIST

- **Attend Pre-Application Conference with City Staff**

(Staff will advise applicant of feasibility of request after pre-application conference. If advised as such, the below items shall be required for a complete submittal.)

- Submit Completed Annexation Petition with Original Signatures**
- Submit Annexation Plat (paper, digital, and mylar copies as outlined)**
- Submit Metes and Bounds Description**
- Submit Completed Property Information Form**
- Submit Completed Rezoning Request Application**
- Confirm with Clerk the Council Agenda Date(s) for Review of Submission**