

SUBMITTAL REQUIREMENTS:

Completed Petition for Voluntary Annexation (attached). Petition signed with original wet ink by the owners of all real property located within the subject area to be considered for annexation.

Legal Description. Written metes and bounds legal description of the subject property.

Accurate Map. Provide a survey or accurate map of subject property.

Electronic copy (.pdf) of all application materials. E-mail to admin@southernpines.net.

NCGS § 160A-31 governs the Town's authority to annex property by a voluntary petition.

REVIEW & APPROVAL PROCESS:

- **Submittal (2nd Monday - month #1 of process):** Submit a packet as detailed above to the Town Clerk no later than close of business on the 2nd Monday of the month. Hard copies shall be submitted in person or by mail to: Town Clerk, Town of Southern Pines Administration Dept., 125 SE Broad St., Southern Pines, NC 28387.
- **Review by Staff:** Town staff will review the petition to ensure all required materials are submitted and properly executed. If the petition is complete, staff will forward it, along with a report, to the Town Council for review at their work session (4th Monday of the same month a complete application is submitted).
- **Town Council Work Session (4th Monday of month #1):** Staff and the petitioner will present the details of the petition to the Town Council. The Council will vote on a Resolution Directing the Town Clerk to Investigate the Sufficiency of a Petition for Annexation.
- **Investigation by Town Staff:** The Town Clerk will investigate the sufficiency of the petition per North Carolina General Statute §160A-31 and prepare a Certificate of Sufficiency.
- **1st Town Council Regular Meeting (2nd Tuesday of month #2):** The Town Council will receive the Certificate of Sufficiency and vote on a resolution scheduling a public hearing for the petition.
- **Legal Notice:** Town staff will publish a notice of the public hearing in the newspaper, at least 10 days prior to the date of the public hearing.
- **2nd Town Council Regular Meeting (2nd Tuesday of month #3):** The Town Council will hold a public hearing to receive public comment on petition and then vote to either approve or deny the petition. If approved, the annexation generally becomes effective the same day.

To the Town Council of the Town of Southern Pines, North Carolina:

1. I/We the undersigned owner(s) of real property respectfully request that the area described in the attached Exhibit A be annexed to the Town of Southern Pines.
2. The area to be annexed is **contiguous** to the Town of Southern Pines and the boundaries of such territory are described in the attached metes and bounds description, Exhibit A.
3. The area is identified as PIN: _____; PARID:
_____.

Property Owner(s):

Name: _____ Signature: _____

Address: _____

(Duplicate this form to add names, addresses and signatures of property owners, as necessary.)

EXHIBIT A

Metes and Bounds Description of Property/Properties Petitioning for Voluntary Annexation