

## PETITION FOR ANNEXATION

Development/Annexation Name

Proposed Use

Project location or address

Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:

PIN#

Total Acreage: \_\_\_\_\_

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

☐ Noncontiguous

☐ Contiguous

Do you declare vested rights?

Yes

No

Site is Requesting Connection to City of Goldsboro:

Water

Sewer

## APPLICANT INFORMATION

Name

Address

Phone

Email

## DEVELOPER INFORMATION

Company Name

Contact Name

Address

Phone

Email

## CONSULTANTING/ENGINEERING FIRM

Company Name

Contact Name

Address

Phone

Email

Unit Type/Unit Count (If Applicable)

Single-Family Homes: \_\_\_\_\_ | Multi Family - Townhouses: \_\_\_\_\_ - Condos/Apartments: \_\_\_\_\_

Are buildings multi-story with stacked units?      Yes      No

Building Square Footage of Non-Residential Space: \_\_\_\_\_

Projected market value at build-out (land & improvements): \$ \_\_\_\_\_

SIGNATURE BLOCK

**(Paper copies and digital copies of all plans and applications required.)**

I understand that the following documents are required to be submitted and acknowledged electronically via email to the Planning Administrative Assistant listed on the website at [www.goldsboronc.gov/planning](http://www.goldsboronc.gov/planning) or they will not be able to send out my application for formal review.

- 1) Completed Application
- 2) Metes and bounds description of property to be annexed (Do not include a picture/snapshot of a deed. Include a word document of typed description)
- 3) Boundary survey of the property proposed to be annexed

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors, and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed plan as approved by the City.

I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project conforms to all application requirements applicable with the proposed development use.

|           |      |
|-----------|------|
| Signature | Date |
| Signature | Date |

Application Fee: \$300 (Includes advertisement fee)      Fee Type:    ☐ Cash    ☐ Check # \_\_\_\_\_    ☐ Credit Card

Application Number: \_\_\_\_\_      Date processed: \_\_\_\_\_      Initials: \_\_\_\_\_

## OWNER AUTHORIZATION

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge of the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate, or incomplete information provided by me, or my agent, will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further consent to the City of Goldsboro to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**Signature of Owner** \_\_\_\_\_ **Printed Name of Owner** \_\_\_\_\_

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(County)

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

(Printed Name)

\_\_\_\_\_  
(Signature)

(Seal)

Commission Expires: \_\_\_\_\_

**PETITION FOR ANNEXATION OF REAL PROPERTY  
TO THE CITY OF GOLDSBORO, NORTH CAROLINA**

Date Submitted: \_\_\_\_\_

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

1. The undersigned, owner(s) of the stated real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Goldsboro, North Carolina.
2. The area requested to be annexed to the City of Goldsboro is described by metes and bounds as follows: (Attach separate sheets if necessary.)

3. We acknowledge that any zoning vested rights acquired pursuant to G. S. 160D-108 & 108.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, attach proof.)

Name and Signature of Owner(s)

Address

Phone

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

ALL INFORMATION MUST BE **LEGIBLE AND CORRECT.**  
**THE LEGAL OWNER MUST SIGN THE PETITION.**

## Petition For Annexation Submittal Checklist

**Please include all of the following (check off).** If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:

**Electronic Word document of the written metes and bounds** must be e-mailed to the Planning Department Administrative Assistant.

**Survey or Plat** showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.

**General Annexation Area Data:** Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.

This application form must be completed, dated, and signed by the property owner(s), or an Owners Authorization Form must be submitted.

**Correct Parcel Identification Number(s) (PIN).** View [Wayne County Geographic Information Services](#) if there is any question about the parcel identifier. **This is very important to ensure the correct property is annexed.**

Existing or Proposed Zoning

## Petition For Annexation Plat Checklist

**Please include all of the following (check off).** If any information is missing from the annexation plat, you will be asked to revise the map and re-submit for an additional review, so please check the list below carefully before you submit:

Fully dimensioned metes and bounds, and the location of any intersecting boundary lines of the existing town limits, labeled and distinctly marked.

Show all contiguous or non-contiguous town limits.

Any utility easements with metes and bounds.

Accurate locations and descriptions of all monuments, markers, and control points.

Ultimate right-of-way widths on all streets. Include full right-of-way if the area on both sides is or will be in the corporate limits.

Entitle "CONTIGUOUS ANNEXATION MAP" OR "SATELLITE ANNEXATION MAP," as appropriate.

Name of property owner(s).

Name, seal, and registration of Professionally Licensed Surveyor (PLS).

Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale; and declination.

Names of the township, county, and state.

A detailed vicinity map.

Include address of property, if assigned.

Leave space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed after approval by City Council.