



APPLICATION FOR ANNEXATION

Planning Department (864) 467-4476

Office Use Only:

Application# _____ Fees Paid _____

Date Received _____ Accepted By _____

Date Complete _____ App Deny Conditions _____

APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT

PROPERTY OWNER

*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

LEGAL REPRESENTATIVE (if applicable)

Name:	
Title:	
Address:	
Phone:	
Email:	

PROPERTY INFORMATION

*TAX MAP #(S) _____

*TOTAL ACREAGE _____ *COUNCIL DISTRICT _____

*CURRENT ZONING DESIGNATION (County) _____

*PROPOSED ZONING DESIGNATION (City) _____

*DEED RESTRICTIONS _____

*FRONTAGE ON PUBLIC ROAD (feet) _____

*WATER DISTRICT _____ *SEWER DISTRICT _____

*FIRE DISTRICT _____ *SANIATION DISTRICT _____

*OVERLAY DISTRICT/SPECIAL EMPHASIS NEIGHBORHOOD _____

TYPE OF ANNEXATION

*Please select one (1) type: _____ 100% _____ 75% _____ 25%

For 100% and 75% Annexations, please Include the corresponding **Annexation Petition** with the application submittal.

INSTRUCTIONS

1. The applicant is strongly encouraged to schedule a preapplication conference with Economic Development prior to the scheduled submission deadline. At this time, the applicant may also be encouraged to schedule a sufficiency review two (2) weeks prior to the scheduled submission deadline to allow staff review of the application. Call (864) 467-4476 to schedule an appointment.
2. Submit an electronic copy of the **draft plat** signed by a registered surveyor **and legal description** (see requirements below) **2 weeks prior to the application filing deadline**. Failure to do so may result in delay of the application. The draft plat can be sent to jhamlett@greenvillesc.gov.
3. If the application includes more than one (1) parcel and/or more than one (1) owner, the applicant must provide the appropriate deed book/page references, tax parcel numbers, and owner signatures as an attachment.
4. If the application is to annex a portion of a property as otherwise described by deed, a survey of the parcel reflecting the requested annexation by courses and distances must be included in the submittal package.
5. All applications and fees (made payable to the City of Greenville) for Annexation must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.

A. Annexation

\$550.00 – *public hearing required*

6. Staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency. If the application is deemed insufficient, staff will notify the applicant and request that the application be revised and resubmitted to address insufficiency comments. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting.
7. Please refer to **Sections 19-1.9, Annexations** for additional information.
8. **Public Notice Requirements.** Annexation applications require a planning commission public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.

Annexation applications also require a neighborhood meeting, which is to be held at least eight (8) days prior to the scheduled planning commission hearing (Sec. 19-2.2.4, Neighborhood meetings). See *Instructions for Organizing a Developer-Led Neighborhood Meeting* for more information.

Upon planning commission recommendation, the application item will be scheduled for city council hearing.

(To be filled out at time of application submittal)

_____ Public Hearing signs are acknowledged as received by the applicant

_____ Instructions for Organizing a Developer-Led Neighborhood Meeting are acknowledged as received by the applicant

***APPLICANT SIGNATURE** _____

9. **Please verify that all required information is reflected on the application, and submit one (1) paper copy and one (1) electronic version of the application submittal package.**
10. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning

Commission will be presented to the City Council at their next regularly scheduled meeting to be held on the fourth Monday of the month following the Planning Commission meeting in which the matter was heard.

_____ ***APPLICANT SIGNATURE**
 _____ **DATE**

11. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** ___ or **is not** ___ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

*Signatures	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

APPLICATION REQUIREMENTS CHECKLIST

- Draft plat** signed by a registered surveyor **and legal description** (see requirements below) submitted **2 weeks prior to the application filing deadline**. Failure to do so may result in delay of the application. The draft plat can be sent to jhamlett@greenvillesc.gov.
 - A **draft plat** of the area to be annexed showing the following (Please see ANNEXATION PLAT REQUIREMENTS for more details):
 - Metes and bounds of the entire proposed annexation, showing the POB (Point of Beginning for annexation)
 - Any adjacent contiguous right-of-way not already within the corporate limits of the City. (The City reserves the right to exclude certain right-of-ways)
 - Label and show all contiguous corporate limit lines, including existing and new City Limit lines.
 - Acreage of Real Property, right-of-ways, and total acreage in a table format.
 - Easements
 - Private roads and drives (clearly marked as such)
 - Tax map numbers and owners for all lots to be annexed and adjacent lots
 - A **legal description** including metes and bounds of the property to be annexed and a separate description of the metes and bounds of any right-of-way to be annexed. The legal description must be included in a document separate from the annexation plat.
- A completed application form.**
- Annexation petition** signed by the required number of freeholders (owners of real property) or a representative with clear authority to sign such a petition for annexation. If the owner is a corporation, the petition must be signed by a duly authorized officer of the corporation. Corporate minutes of a resolution of the Board of Directors should accompany the petition. The signature of a real estate agent, broker or developer without specific authority to sign as to annexation is not acceptable. A petition with less than all freeholders signing is not acceptable for filing without a written statement from the City Attorney that the petition appears on its face to comply with state law regulating such petitions.
- A **letter of intent** (reason for annexation).
- The **fee** for the requested zoning classification as set by the City’s fee schedule. (These fees are used to pay for administrative and advertising expenses incurred as a result of the petition).
- Three (3) copies of a recordable Final Plat and a true to scale electronic copy of the Final plat signed by the registered surveyor** must be provided with all requested revisions with the application submittal.

ANNEXATION PLAT REQUIREMENTS

1. Drawing size shall be no smaller than “C” size (17” x 22”) and no larger than “E” size (34” x 44”).
2. The entire boundary of the proposed annexation shall be contained on “1” (one) drawing.
3. The title of the Annexation shall be noted in the title block as “Annexation Plat for (Show the Owner of Record) and

(Project Site Name, if known).

4. A location map shall be shown in the upper right hand side of the drawing that shows the location of the proposed annexation and the surrounding streets.
5. Drawing shall show the dates of the survey, scale in feet, and stamped by the engineer or surveyor with registration number.
6. The "Existing City Limit Line" shall be shown on the drawing in a distinguishable line symbol that is easily recognized and in a different line symbol than the "Existing City Limit Line". This line shall be noted on the drawing as "New City Limit Line".
7. The "New City Limit Line" shall be shown on the drawing in a distinguishable line symbol that is easily recognized and in a different line symbol than the "Existing City Limit Line." This line shall be noted as "New City Limit Line".
8. The proposed annexation shall be contiguous to the "Existing City Limit Line".
9. When directed by City staff, you may be required to include/capture adjacent street Right-of-Way as part of the annexation. When you are required to annex certain street right-of-ways that are adjacent to or contained within the proposed annexation, these areas, in square feet and acres, shall be noted on the drawing within these boundaries.
10. The area, in square feet and acres, of the real property that is to be annexed shall be noted on the drawing within these boundaries.
11. The Tax Parcels contained within the boundary of the proposed annexation shall be shown and their Tax Parcel ID numbers noted on the drawing. Also, all adjacent parcels shall be shown and labeled with their Tax Parcel ID.
12. The bearings and distances around the outer boundary of the proposed annexation shall be shown on the drawing. The linear dimensions shall be expressed in feet and decimals of a foot. All angular measurements shall be expressed in bearings to the nearest minute. Curves, that have been surveyed, shall be defined on the drawing by a radius, central angle, tangent, arc and chord bearings and chord distances. Areas of the annexation that have not been surveyed, such as adjacent street right-of-way, may be noted as "more or less" or "+-". The "total area" of the annexation will consist of the area of real property and any street right-of-way contained in the annexation. These areas shall be noted in a "text box" on the drawing titled "Area of Annexation". The area of real property shall be noted and the area of any street right-of-ways shall be noted and then the "total area" noted.
13. Do not "traverse" the "New City Limit Line" along the center of a street.
14. A Legal Description of the annexation shall be written that traverses the outer boundary of the annexation. The "POB" (Point of Beginning) shall be noted on the drawing. When preparing the Legal Description, note any time that the traverse goes "along the Existing City Limit Line".
15. If the annexation contains any existing structures, the present street address for these structures shall be noted within the corresponding parcel/structure.
16. The proposed annexation will be reviewed by City Staff and any corrections that are needed to the annexation plat will be noted and relayed to the Engineer, Surveyor, and/or owner,

IMPORTANT NOTE:

Prior to applying for annexation, contact the City of Greenville's Engineering Department to verify the "availability" of utilities such as sanitary sewer and water.