



ANNEXATION APPLICATION

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications for annexation into the Town of Shallotte must be complete and accompanied by the application fee of **\$225.00** (150.00 application, \$45.00 public notice fee, \$30.00 recording fee), **and a \$25.00 per plat page recording** fee payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional costs of public notices in excess of \$45.00, which will be billed at a later time.

Annexation may also require a change in the zoning of the property. Please consult with the Planning & Zoning staff to determine whether rezoning is required. Any annexation petition that includes a rezoning will require a recommendation from the Planning Board before a hearing will be set by the Board of Aldermen.

All applications must be complete and all fees must be paid in full before a petition will be forwarded to the Planning Board or Board of Aldermen. Applicants are responsible for attending all Planning Board and Board of Aldermen meetings where this petition will be considered.

Project Name (if applicable):		
SECTION 1: APPLICANT INFORMATION		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s):		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location:		
Parcel Tax ID #(s):	Total Site Acres or Square Feet:	
Current Zoning District(s):		
Proposed Zoning Change(s):		
<u>NOTE:</u> If any change in zoning accompanies this annexation petition, a separate rezoning application is required.		
SECTION 4: VESTED RIGHTS		
Do you declare vested rights? YES NO		

A vested right is the right to undertake and complete an approved site-specific development plan or an approved phased development plan. A site-specific development plan may include any of the following plans or approvals: A planned unit development plan, a subdivision plat, a preliminary or general development plan, a conditional or special use permit, a conditional or special use district zoning plan, or any other land-use approval designation as may be utilized by the Town.

When land is annexed into the Town of Shallotte and that land has an existing vested right from a site-specific development plan approved by Brunswick County or another municipality, the property owner has the right develop the property according to the site-specific development plan if (1) vested rights are declared at the time of annexation, (2) proof of such right is provided, and (3) the Town determines based on the information provided that such right exists.

If you declare vested rights, please describe those rights in writing (use additional sheets as necessary):

If you declare vested rights, you must submit evidence of such right with this application. Evidence must be in sufficient detail to determine whether such right exists and the extent of such right. Necessary information may include an approved building permit, development permit, conditional use permit, site plan, preliminary plat, or master plan.

SECTION 5: MUNICIPAL CONTIGUITY

An area is deemed contiguous if it either abuts directly on the primary Town boundary or is separated from the Town boundary by a street or street right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State of North Carolina. An area is not deemed contiguous if it abuts the boundary of a non-contiguous municipal area.

Is the territory petitioned for annexation contiguous to the primary boundary of the Town of Shallotte?
Contiguous Non-Contiguous

SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED

Each annexation application use must include:

- A complete contiguous annexation petition, signed by all owners of property included in the annexation territory.
- An application fee of \$150.00 plus public notice fee of \$45.00 and recording fee of \$30.00 in cash or check made payable to the Town of Shallotte.
- One (1) 18" X 24" Mylar annexation map bearing the seal of a licensed surveyor, including the existing Town limits.
- Two (2) paper copies of the sealed annexation map.
- One (1) paper copy of a legal metes and bounds description of the property bearing the seal of a licensed surveyor.
- One (1) electronic text document of the legal metes and bounds description emailed to the Town Clerk at ngoins@townofshallotte.org
- One (1) paper copy of evidence of ownership (i.e. deed).
- Evidence of vested rights, if claimed.
- A notarized letter of authorization, if acting as the agent for the property owner(s).

SECTION 7: APPLICANT/OWNER SIGNATURE

In filing this Annexation Application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: _____

Date: _____

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Planning Board Hearing Date: _____ Recommendation: _____ Staff: _____

Board of Aldermen Hearing Date: _____ Action: _____ Staff: _____

Petition Requesting Voluntary Contiguous Annexation

TO THE BOARD OF ALDERMEN OF THE TOWN OF SHALLOTTE, NORTH CAROLINA:

1. We the undersigned owner(s) of real property respectfully request that the area described in paragraph 2 below be annexed to the TOWN OF SHALLOTTE.
2. The area to be annexed is contiguous to the Town of Shallotte and the boundaries of such territory are described in the attached metes and bounds description (Exhibit "A") and annexation map (Exhibit "B"), attached hereto and incorporated herein by reference.

Vested rights, with respect to such property, have not been established, under N.C.G.S. 160A-385.1, except as described in Exhibit "C", attached hereto and incorporated herein by reference.

Respectfully,

Printed Name	Mailing Address	Parcel ID #(s)	Vested Rights?	Signature	Date
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		
			Yes No		

Important Information Regarding the Voluntary Annexation Process

1. All property owners must print and sign the petition for voluntary annexation.
2. When printing or signing, you must sign and print the name of the property owner exactly how it appears on the deed.
3. If the property is owned by a business, trust, or other corporate entity, you must apply as such, and must print and sign the application and petition as the acting agent with authority to petition for annexation. The following are examples:
 - a. If you are the “Enter Your Name Here Revocable Trust”, and you would like to petition for voluntary annexation, you would apply as, “Enter Your Name Here Revocable Trust”, and the trustee would sign the petition as, “John Doe, As Trustee for the John Doe Revocable Trust”.
 - b. If the property is owned by an LLC, Inc., etc., you would apply under the name of the corporate entity (e.g., “My Name, Inc.”), and then the registered agent(s) would print and sign exactly as they are listed in corporate documents (you can find this information by conducting a business entity search on the North Carolina Secretary of State Website). For example, “John Doe, Managing Member” or “Jane Doe, President”.
 - c. *See the examples below for more clarification.
4. Vested rights are preapproved, site-specific rights to continue development as previously approved by another jurisdiction, prior to annexation. County approval to develop a twenty single-family subdivision would be an example of a vested right. The burden is on the applicant to provide information on any vested rights.
5. If the annexation petition involves multiple parcels, a legal metes & bounds description is needed for each individual parcel.

Printed Name	Mailing Address	Parcel ID #(s)	Vested Rights?	Signature	Date
John Doe, As Trustee for the John Doe Revocable Trust	111 Main St. Shallotte, NC	1234567	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>John Doe, As Trustee for the John Doe Revocable Trust</i>	11/22/1963
John Doe, Managing Member	222 Copas Rd. Shallotte, NC	8675309	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>John Doe, Managing Member</i>	07/20/1969
Jane Doe, President	333 Smith Ave. Shallotte, NC	138138138	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Jane Doe, President</i>	10/31/2024