

**PROCEDURE FOR
ANNEXING PROPERTY INTO THE
TOWN OF NORTH WILKESBORO
BY PETITION**

1. **PETITION.** Complete the attached petition by completing the date at the top and by filling in, in paragraph 2, and an original legal property description (metes and bounds) of the property to be annexed signed by surveyor. Please also have surveyor email the legal property description (metes and bounds) to the Town Clerk at townclerk@north-wilkesboro.com

In order for the property to qualify as a contiguous annexation, it must adjoin the present boundary of the Town of North Wilkesboro. Property is considered adjoining the present town boundary if it adjoins the present town boundary or is separated from the present town boundary by a street, street right-of-way, creek, river, or railroad right-of-way. If the property to be annexed is separated from the town boundary by any one of the above, be sure and include a description of the object which separates it from the Town and this object will be annexed in the same way and at the same time as your land. Have the petition signed by all property owners and their spouses regardless of whether or not the spouse's name is on the deed. If the property is owned by a partnership, have all partners sign. If the property is owned by a corporation, insert the name of the corporation, affix the corporate seal and have the appropriate officers of the corporation sign. Turn the petition in to the Town Manager's Office. At the time you file the petition, **enclose check payable to the "Town of North Wilkesboro" in the amount of \$50.00** to cover costs of legal notices and recording fees.

2. **NOTICE.** Insert the names of all petitioning parties at the top of the notice and also insert the description of the property. Do not insert a date at either blank. Turn in the notice to the Town Manager's Office at the same time you turn in the petition. The Town Manager's Office will complete the notice by inserting the date at both places and by signing the notice and sending to the newspaper for publication. It must be published once at least 10 days prior to the public hearing.

3. **BOARD MEETINGS.** This procedure requires two board meetings: The first will be the meeting immediately following the filing of the petition and the second will be one month later when this petition comes on for public hearing. It is desirable, but not entirely necessary, for you to come to the first meeting. **IT IS REQUIRED THAT YOU ATTEND THE SECOND MEETING WHEN THE PUBLIC HEARING IS HELD. If you fail to attend, no action will be taken.**

4. **MAP.** Have a surveyor prepare a map of the property. This map must show the boundaries of the property to be annexed and the place where it adjoins the present town boundary. Provide the town with **one (1) original Milar copy plus ten (10) paper copies** of the map, both the one (1) Milar copy and the ten (10) paper copies being 18" x 24" in size. **Map must be turned in with the completed annexation petition before it is taken to the town board to call for a public hearing.** The cost of preparing the maps is the expense of the petitioners. **** See last page of instructions for further instruction regarding map preparation.**

5. **ORDINANCE AND RECORDING.** If the commissioners approve the annexation, an ordinance annexing the property will be prepared and will be recorded at the Wilkes County Register of Deeds and sent to the Secretary of State, County Planning Department and other various agencies.

TOWN OF NORTH WILKESBORO

Wilson Hooper, Town Manager

Date: _____, 20____

**TO THE BOARD OF COMMISSIONERS
OF THE TOWN OF NORTH WILKESBORO:**

1. We the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the Town of North Wilkesboro.

2. The area to be annexed (____is) (____ is not) contiguous to the Town of North Wilkesboro and the boundaries of such territory are as follows:

Street address of property to be annexed: _____

Parcel ID#(s) _____

Insert legal property description (metes and bounds) or attach surveyor's legal description:

Witness our signatures the day and year first above written.

<u>Name</u>	<u>Address</u>	
_____	_____	Ph# _____
_____	_____	Ph# _____
_____	_____	Ph# _____
_____	_____	Ph# _____
_____	_____	Ph# _____

TOWN OF NORTH WILKESBORO

NOTICE

A petition having been presented to the Board of Commissioners of the Town of North Wilkesboro by

to annex the following described real property to the Town of North Wilkesboro:

This is to notify all persons interested that there will be a public hearing on said petition on Tuesday the _____ day of _____, 20____ at 5:30 p.m. in the commissioners' room in the Town Hall located at 210 9th Street in the Town of North Wilkesboro to determine the necessity of such annexation.

This _____ day of _____, 20_____.

TOWN OF NORTH WILKESBORO

Wilson Hooper, Town Manager

** In addition to all the other information that surveyors are required to place on annexation maps, the Register of Deeds Office advised town staff that the following information must also to be included on annexation maps. The map must state that the map is an ANNEXATION MAP, TOWN OF NORTH WILKESBORO. They also require the two following certifications:

