

ANNEXATION/INITIAL ZONING APPLICATION



102 Town Hall Drive, Leland, NC 28451
www.townofleland.com
FEE: \$450.00

Economic & Community Development
Phone 910-371-3390 Fax 910-371-1158

Section A. COMPLETING THE APPLICATION FORM:

1. All required documents shall be submitted in both written and digital (PDF) formats to the Town of Leland Economic and Community Development Department.

You are encouraged to arrange an informal pre-application conference with the Economic and Community Development Director at least 30 days prior to the date upon which you intend to submit an application. By attending this conference, you will improve your chances of submitting a complete and acceptable application. Staff will assist you in preparing an acceptable application.

2. It is the responsibility of the property owner to research and evaluate the site to ensure that the proposed initial zoning will conform to the interests of the health, safety and welfare of the residents in and around the area to be initially zoned.
3. The annexation and initial zoning process begins when your completed application form has been accepted by the Economic and Community Development Department. **A complete application includes all the necessary supporting documentation and payment of the application fee. All incomplete applications will be returned to the applicant with a letter outlining its deficiencies.**

Section B. GETTING STARTED

OWNERSHIP INFORMATION:

Property Owner (include all corporate or private individual owners listed):

Owner's Address: _____ City, State, Zip _____

Date Property Acquired: _____ Utilities Provided/Desired: (Water) _____ (Sewer) _____
(Specify Brunswick Regional Water and Sewer, Brunswick County, or Leland)

LOCATION OF PROPERTY (Address or Description):

Tax Parcel Number(s): _____ Size (S.F. or Acres): _____

Current Land Use: _____

INITIAL ZONING REQUEST:

Existing Zoning: _____ Proposed Zoning: _____

ENGINEER/CONSULTANT (Person to contact regarding questions or revisions to the survey map):

Name(s): _____

Address: _____ City, State, Zip _____

Phone: _____ Alt Number: _____ Email: _____

Section C. REQUIRED BOUNDARY SURVEY MAP(S)

1. **Attach an accurate boundary survey map of the property proposed for annexation and initial zoning prepared by a licensed surveyor, drawn to scale at a maximum of one inch equals forty feet at 24" x 36". Be sure to show the following:**

- All property lines with dimensions and north arrow
- Adjoining streets with rights-of-way and paving widths
- Zoning classification of all abutting zoning districts

Section D. LEGAL BOUNDARY DESCRIPTION

- Furnish a legal metes and bounds description of the proposed area to be annexed.
- Furnish a General Warranty Deed and a current lawyer's Title Opinion for the proposed property.

Section E. FINAL ANNEXATION PLAT

- Furnish final annexation plat(s) in required quantities and types and with appropriate certifications as shown on Page 4 of 4 of this application.

Section F. PROPOSED USE OF LAND TO BE ANNEXED

If the applicant is declaring vested rights:

- Provide all stamped County-approved plans and supporting documentation.

PROPOSED USE OF THE LAND: (Please check all that fits the project type)

- _____ Residential, single family (No. of units _____)
- _____ Residential, multiple family (No. of units _____)
- _____ Townhomes (No. of units _____)
- _____ Planned Unit Development (PUD) (No. of units _____)
- _____ Condominium (No. of units _____)
- _____ Mobile Home Park
- _____ Commercial or Industrial
- _____ Other (please describe) _____

Consistency with Master Plan

Provide a statement of how the proposed rezoning is supported by and consistent with the Town’s adopted Master Plan (use additional pages if necessary).

Applicant’s Printed Name

Applicant’s Signature

Date

Town Required Certificates: The following certificates must be clearly provided on each mylar of the final plat(s) to be recorded. A minimum of three mylars and one paper copy of the final plat(s) must be submitted at 18" x 24".

CERTIFICATE OF ANNEXATION

The property shown on this map was annexed to and made a part of the Town of Leland, N.C. by ordinance _____ adopted on _____ in accordance with the provisions of N.C.G.S. Section 160A-31 or 160A-58.52.

Town of Leland Seal (to be placed by Town Clerk)	----- Brenda Bozeman, Town Of Leland Mayor	----- Date
	----- Sabrena Reinhardt, Town Clerk	----- Date

CERTIFICATE FOR APPROVAL FOR RECORDING

I hereby certify that this plat has been reviewed and approved for recording in the Office of the Register of Deed of Brunswick County and found to meet one of the exemptions listed in the definition of "Subdivision" set forth in Section of the Subdivision Regulations of the Town of Leland, North Carolina or is otherwise not subject to such Subdivision Regulations. All other requirements of the Town of Leland's ordinances still apply.

----- Subdivision Administrator Town of Leland	----- Date
--	---------------

CERTIFICATE OF SURVEY AND ACCURACY

State of North Carolina, Town of Leland

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book ____, page ____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book ____, page ____; that the ratio of precision or positional accuracy as calculated is ____; that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my hand and seal this ____ day of _____, AD., _____.

Official Seal	----- Registered Land Surveyor
	----- Registration Number

BRUNSWICK COUNTY REVIEW OFFICER CERTIFICATE

Contact Brunswick County Planning Department for the most up to date certificate requirements
(910) 253-2025