

**Sample Letter for
Request for Voluntary Annexation**

David Whitlow, City Manager
Town of Morehead City
706 Arendell Street
Morehead City, NC 28557

RE: Voluntary Annexation Request

Dear Manager:

As the owner(s) of the below-referenced property, I (we) would like the Town Council to consider my (our) request for annexation. The property in question is located at _____ (*street address with lot and block numbers, if applicable*). The property is currently developed/undeveloped (*if developed, explain how*) and is zoned _____. The size of the tract is _____ acres and it is contiguous/non-contiguous to the city limits (*if non-contiguous to the city limits, please indicate how many miles it is to the city limits*).

A) The tax evaluation data for the property is as follows:

1. Tax Parcel Number(s) _____
2. Owner(s) as listed on Deed _____
3. Tax Value (by parcel) _____

B) The anticipated impact to City services is as follows:

1. Water/Sewer (estimated gallons per day) _____

C) The anticipated impact fee is \$ _____. (*Figure may be obtained from the Public Utilities Department*)

D) Enclosed, please find the following information:

1. Copy of Annexation Survey (suitable for recording) and Legal Description of Property;
2. Copy of All Deeds for the Area to Be Annexed to verify ownership;
3. Flat fee of \$300.00 (*In addition to the application fee, the applicant is responsible for advertising and recording costs associated with the annexation request.*)

Any additional information may be obtained by contacting _____ at _____
(*insert phone number*).

Sincerely,
Applicant(s)' Signature
(Notarized)