

Voluntary Annexation Worksheet

Town of Boone Planning & Inspections Department

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Required to be Submitted at Time of Application

- Completed Voluntary Annexation Petition signed by all property owners.
- Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- 1 mylar and 4 paper copies of an annexation survey
- Deed(s) of all property to be included in the request
- A legal metes and bounds description for the area to be annexed
- Permit Fee (See Planning & Inspections Fee Schedule)
- Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

Deadline

All annexation petitions must be submitted 30 days prior to the Town Council meeting in which the request is to be heard.

Timeline

- 1 First Meeting
Once all the requirements for submittal have been met, The Planning and Inspection Staff will prepare an Action Request to have the annexation request included on the next scheduled Town Council agenda. At this meeting Town Council will have the opportunity to review the request and the Town Clerk shall provide a Certificate of Sufficiency to the Town Council stating that the petition is complete and correct. If the Certificate of Sufficiency is able to be provided, the Town Council shall fix a date for a public hearing on the annexation usually at the next scheduled Town Council meeting.
- 2 Second Meeting
First, earlier in the meeting, a Public Hearing is held to hear any public comment on the request.
NOTE: Any property owner who has signed the petition may withdraw from the petition at any time up until the governing body enacts the annexation ordinance.
Later in the meeting, Town Council must determine whether the petition meets the requirements of the law and is otherwise valid. If the above findings are made, the governing body may adopt an annexation ordinance annexing the area described in the petition.
- 3 Recordation Procedures
After the annexation ordinance has been adopted and officially signed, the Planning and Inspections Staff will submit the mylar copy of the annexation survey and the annexation ordinance to the Watauga County Register of Deeds for recording. Staff will also distribute the ordinance and remaining copies of the survey to the proper authorities, including the petitioner.

Zoning of Annexed Areas

Please note, the Town must initiate zoning of all newly annexed areas upon receipt of an annexation petition. Please contact Staff to discuss how this concurrent process works.