



**TOWN OF NASHVILLE**  
**PLANNING DEPARTMENT**  
499 S. Barnes Street  
Nashville, NC 27856  
252.459.4511 Phone / 252.459.8926 Fax  
[www.townofnashville.com](http://www.townofnashville.com)



## PETITION REQUESTING AN ANNEXATION

### FOR ADMINISTRATION ONLY

Annexation Petition #	Date Submitted	Town Council Date	Approved/Denied-ROD Record Date

**To the Town Council of the Town of Nashville:**

- I. The undersigned owners of real property respectfully request that the area described in section 2 (below) be annexed into the Town of Nashville. Attach separate sheet(s) if needed.

Owner's Name (Print)	Owner's Signature	Owner's Mailing Address	Phone Number

- II. The area to be annexed is      contiguous      non-contiguous to the Town of Nashville and the boundaries of such territory are as follows:

### VOLUNTARY ANNEXATION DESCRIPTION AND DETAILS

Annexation Name:		Name of Petitioner:
PIN#:	ParID#:	Parcel Area Location:
		Total acreage to be annexed:
Existing Zoning District:		Future Land Use Designation:
Existing Land Use(s):		
Proposed Zoning Map Change (if applicable):		
Proposed Development (if applicable):		

### *Attach Metes and Bounds (Legal) Description and a Map of the Boundaries*

- III. A stamped, signed black and white 18" x 24" survey (digital and 1 hard copy-mylar) prepared by a registered engineer or surveyor (not preliminary) is required, showing the area proposed for annexation in relation to the primary corporate limits of the Town of Nashville and the closest other primary corporate limits (Momeyer, Red Oak, Dortches, and/or Rocky Mount).

### APPLICATION AFFIDAVIT

I, the undersigned, acknowledge that the application is complete. All information included is accurate to the best of my knowledge.	
Name (Print):	Signature:
Mailing Address:	Phone:
Email:	Date:



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### ANNEXATION PROCESS

- **STEP 1: APPLICATION:**
  - Application is available online and at Town Hall.
- **STEP 2: PETITION SUBMISSION**
  - Property owner(s) submit petition requesting annexation and a stamped, signed black and white 18" x 24" survey (digital and 1 hard copy) of the subject property prepared by a registered engineer or surveyor (not preliminary) to the Planning Department:  
[permits@townofnashvillenc.gov](mailto:permits@townofnashvillenc.gov).
  - Town Clerk presents petition to the Town Council.
- **STEP 3: PETITION SUFFICIENCY**
  - The Town Council directs the Town Clerk to investigate sufficiency of the petition by resolution.
  - The Town Clerk prepares a resolution fixing date of public hearing on question of annexation.
- **STEP 4: PUBLIC HEARING**
  - A public hearing will be held on the petition.
  - Following the public hearing, the Town Council instructs the Town Clerk to prepare the ordinance annexing the area.
- **STEP 5: PREPARATION OF THE ORDINANCE**
  - After the public hearing, the Town Clerk prepares the ordinance.
  - The Town Council will review the petition and either approve or decline the annexation request.
  - The Mayor and the Town Clerk execute the ordinance.
- **STEP 6: EXECUTION OF THE ORDINANCE**
  - Once minutes are approved, the Town Clerk records the ordinance and plat with the Register of Deeds Office.
- **STEP 7: NOTIFICATION TO AGENCIES**
  - The Town Clerk Notifies Agencies: Town Attorney, Secretary of State, Nash County Board of Elections, Nash County Planning Department, Nash County Environmental Health Services, Progress Energy, Town of Nashville Planning, Finance, Public Works, Police & Fire