



**Sample Letter for
Request for Voluntary Annexation**

City Manager
Town of Morehead City
1100 Bridges 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 or 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. The
property is located _____ miles to city limits (only if non-contiguous to city limits, otherwise mark N/A).

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 system development fee is \$ _____ (Figure may be obtained
from the Public Services 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 \$350.00 (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,

(Notarized)