



**ANNEXATION SUBMITTAL GUIDELINES**

The following information should be contained on an annexation survey:

- a. Title: Annexation Survey for \_\_\_\_\_
- b. Size of area to be annexed in acres \_\_\_\_\_
- c. Certificates as follows:

- 1. I, \_\_\_\_\_, the **City Clerk of Morehead City**, do hereby certify that the Morehead City Town Council approved this map and the site has been approved for annexation and recording in the Office of the Register of Deeds:

Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_

- 2. Adopted by the Town of Morehead City Town Council Ordinance No. \_\_\_\_\_.

Date: \_\_\_\_\_

Effective date of Ordinance: \_\_\_\_\_

(Last day of the month in which the ordinance is adopted).

- 3. Certificate for recording in the Register of Deeds office.

In addition to the information contained on the plat, the City needs one (1) original mylar of the map and one (1) print. **Mylars are required to be 18" by 24"**. The bill should be forwarded directly to the owner/owners of the property.

**Please submit the legal description of the property on a hard copy as well as digitally.**