



# UTILITY EXTENSION/ANNEXATION APPLICATION

**Please Note: If a change in ownership occurs after submission of this application, a new application and all related documents must be submitted.**

## Instructions

### Request for Utility Extension

Any formal request for utility extension should be submitted in writing to the Planning and Community Development Department. Following determination that the requested utility extension is feasible, the Planning and Community Development Department shall forward the request to the Town Clerk for formal consideration by the Town of Mooresville Board of Commissioners. If the parcel(s) proposed for service are outside the Town's Corporate Limits, the applicant is required to file a voluntary annexation petition for consideration by the Town of Mooresville Board of Commissioners.

The applicant may proceed with the utility extension and associated offsite utility easement acquisition upon approval from the Town of Mooresville Board of Commissioners and Engineering Department. Approval of construction documents, system development charges, and payment of capital improvements costs are coordinated through the Town Planning and Community Development Office and appropriate State agencies prior to construction of those facilities. The payment of all associated system development and availability fees is required prior to the provision of utility service.

Municipal utility service to any unincorporated parcel is subject to double inside rates until the effective date of annexation by the Town of Mooresville Board of Commissioners.

### Overview

This application must be submitted to the Mooresville Planning and Community Development Department. You will be notified of the date, time, and location of the meeting upon receipt of application. Applications are placed on the agenda according to the acceptance date. A voluntary annexation fee is required to be paid when submitting the application form. Make checks payable to the Town of Mooresville. The annexation deadline is January 31<sup>st</sup> for the June annexation and August 31<sup>st</sup> for the December annexation. All voluntary annexations approved by the Mooresville Board of Commissioners will become effective June 30<sup>th</sup> and December 30<sup>th</sup> of the same year.

The annexation procedure is mandated by State Statutes, and for this reason, flexibility is limited. The Town of Mooresville policy requires that any applicant requesting municipal water and/or sanitary sewer services outside of the Corporate Limits of the Town of Mooresville must petition the Town for voluntary annexation.

For additional information regarding the feasibility of municipal utility extension and any applicable extension, system development, and availability fees associated with municipal utility extension, please contact the Planning and Community Development Department at 704-662-7040.



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## Instructions Continued

### Annexation Petition Process

The Town of Mooresville Board of Commissioners will consider all annexation petitions as prescribed below. A petition for the annexation of contiguous or noncontiguous parcel(s) is formally considered by the Town of Mooresville Board of Commissioners during three separate meetings for issuance of 1) Resolution to Investigate Sufficiency for Annexation, 2) Certificate of Sufficiency, and 3) Resolution Ordering Notice of Public Hearing for each petition or annexation case. Following the Public Hearing, the Town Board of Commissioners may adopt the annexation ordinance incorporating the parcel(s) within the Town of Mooresville Corporate Limits.

### Application Check List

- ⇒ Submission of notarized utility extension/annexation application by January 15<sup>th</sup> for June annexations and August 15<sup>th</sup> for December annexations
- ⇒ Submission of notarized letter from the property owner granting permission to the applicant, if the applicant is not the owner at the time of the application
- ⇒ Metes and Bounds (legal description of property, 12 point font minimum)
- ⇒ Applicable fees
- ⇒ 1 mylar (18"x24'), 1 digital copy emailed to [bbleich@mooresvillenc.gov](mailto:bbleich@mooresvillenc.gov), and 3 bond prints (blackline) including:
  - Parcel number, Zoning and acre amount
  - ANNEXATION PLAT FOR TOWN OF MOORESVILLE in the title box
  - Owners name at the time of annexation in the title box

### Town Board Hearing Proceedings

All exhibits should be numbered and must remain with the Board. Please turn them into the Planning and Community Development Department for tagging. The Planning and Community Development Department shall be notified in writing of a withdrawal fifteen (15) days prior to the January 31<sup>st</sup> and August 31<sup>st</sup> deadline to consider a full refund of the application fee. Failure to withdraw within fifteen (15) day deadline will forfeit all refunds.

### Rezoning, Site Plan, and Subdivision Plat Application for Locations outside the Corporate Limits

Any application for rezoning, site plan, or subdivision plat review for any parcel located outside the Town of Mooresville Corporate limits must also include a voluntary annexation petition for incorporation into the Town of Mooresville. Any applications that do not include an annexation petition are ineligible for further consideration by the Town, since jurisdictional release/annexation provides the authority to assign zoning and approve subdivision plats and site plans. For additional information regarding these applications, please contact the Planning and Community Development Department at 704-662-7040.



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SHADED AREAS FOR STAFF USE ONLY

FILING DATE

HEARING DATE

CASE #

**FEE: \$200 PER PARCEL**  
\* FEES PER TOWN OF MOORESVILLE BUDGET ORDINANCE

## PROPERTY & CONTACT INFORMATION

Property Owner/Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ # of Residents: \_\_\_\_\_

Reason for Request:  Failing Water System  Expansion of Existing Use  
(Check all that apply)  New Development/Change of Existing Use  Jurisdictional Release from the County  
 Other \_\_\_\_\_

PIN(S): \_\_\_\_\_ The property is:  Contiguous  Noncontiguous to town limits

Is the Property Currently in the Mooresville Town Limits:  Yes  No

If not, the applicant must complete a voluntary annexation (below) with the Town of Mooresville. Upon Town Board approval of utility extension, the applicant must petition Iredell County for release of jurisdiction within **60 days** of the date of utility extension approval. The applicant must provide proof of the release of jurisdiction to the Mooresville Planning and Community Development Department before the development review process can continue. **If the release of jurisdiction is not submitted in the allotted time, the utility extension will be rescinded.**

Property Owner (Print)

Signature

Has any vested right under North Carolina General Statutes been established for the property subject to this annexation petition by Iredell County? If so, please explain.

I give the Town of Mooresville to use drone technology to collect data relevant to this case.

Signature

Date

I certify that all of the information presented by me is accurate to the best of my knowledge, information, and belief.

Signature

Date

**NOTE: CURRENT TOWN POLICY DOES NOT ALLOW EXTENSION OF SEWER ALONE**

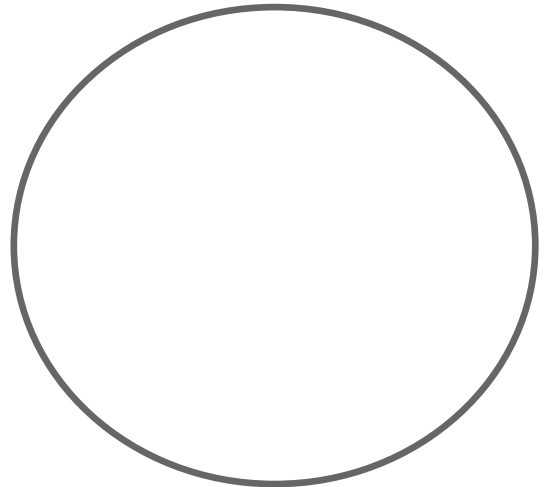


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\_\_\_\_\_ personally appeared before me this day and  
acknowledged the witness by my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public



**IF THE APPLICANT IS NOT THE OWNER OF THE PROPERTY**, indicate the owner's name and address, along with a notarized letter signed by the owner signifying approval to request an annexation of his/her property (listing PINs and acreage), and that he/she understands and agrees to the Annexation Policy Statement on the next page.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Phone Number



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## Annexation Policy Statement

By my signature, I acknowledge that:

1. I have petitioned for voluntary annexation into the Town of Mooresville and my petition is subject to final approval of the Town Board of Commissioners.
2. Approval for either water or sewer service is neither a guarantee nor a contract that my request for annexation will be approved.
3. Pursuant to Town policy, the date of annexation of my property into the town can be either June 30<sup>th</sup> or December 31<sup>st</sup> of the year of approval.
4. Until the date my property is officially annexed into the town, I will be charged for water and sewer services at twice the existing town rates.
5. Once annexed into the town, I will be subject to the town's annual property tax.
6. If my property is officially annexed on June 30<sup>th</sup>, I will first owe property taxes to the Town of Mooresville for the entire tax year that begins on July 1<sup>st</sup> of the calendar year of annexation. I understand that I will be billed for such taxes in August of the calendar year of annexation with payment due on September 1<sup>st</sup> of that year. I understand that thereafter I will be billed for both county and town property taxes.
7. If my property is officially annexed on December 31<sup>st</sup>, I will first owe property taxes to the Town of Mooresville for the six-month period from January 1<sup>st</sup> through June 30<sup>th</sup> of the immediately following calendar year. I understand that I will be billed for this six-month period in August of the immediately following calendar year and such tax will be due on September 1<sup>st</sup> of that year. I understand that thereafter I will be billed for both county and town property taxes.

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**Signature of Property Owner(s)**

**Date**

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**Printed Name**

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**Property Address**