



Annexation Plat Requirements

A. Plat Title Box

1. Project Name
2. Case number (to be provided by staff)
3. Annexation Type – Contiguous or Non-Contiguous
4. Date (original and all revisions)
5. Township, County, and State
6. The name, address, telephone number, facsimile number, and e-mail address of the appropriate professional with a seal, signature, and date

B. To be Shown on Plat:

1. North Arrow (labeled with appropriate reference)
2. Vicinity Map clearly showing the parcels to be annexed with readily recognizable landmarks and North Arrow
3. All public rights-of-way and railroad right-of-way abutting or within the annexation parcels is to be included (with data) in the annexation.
 - i. Show this area (S.F./Acres) of right-of-way separately and as a portion of the Total Annexation Area
4. Area of each individual parcel to be annexed (S.F./Acres) along with a Total Annexation Area (See Note B.3 above)
5. All owners' name(s), Deed Book, Plat Book, PIN, and Parcel ID references for all parcels to be annexed and all adjoining parcels
6. Graphic and numeric scale
7. A Survey Type Certificate with surveyor's signature and seal
8. A Legend
9. Show all property lines of the parcels to be annexed and label all "New City Limit" and "Existing City Limit" lines appropriately
10. Show all property lines departing from the parcels to be annexed
11. Shade or hatch the parcels to be annexed (only if necessary to clarify the annexation area) and use a line type for the New City Limit Line that differentiates it from the other lines
12. Sufficient data to define the exact boundary of the property to be annexed so that it can be readily and completely reproduced
13. Linear dimensions expressed in feet and decimals of foot and all angular measurements shall be expressed by bearings
14. All road names (S.R. No. if applicable) and right-of-way width and type (Public/Private)
15. All curves shall be defined by radius, central angle (delta), tangent, arc, chord distances, and chord bearings. Such curve data shall be expressed by a curve table lettered on face of plat, each curve being tabulated and numbered to correspond with respective numbered curves shown throughout plat
16. All County Lines (if crossing, adjoining, or in close proximity to the property to be annexed) with appropriate data to tie them to the property to be annexed. If

property is divided by a County line, show areas (S.F. and Acres) of property in each County involved

17. A description and location of all monuments shown
18. A definite tie, where available within 2000 feet, between not less than two prominent points on exterior boundary of property to be annexed and an established NCGS Monument by bearing and distance and rectangular coordinates. If there is not a monument within 2000', add a note to the plat stating such. In lieu of NCGS Monument ties, bearing and distance ties shall be furnished to an existing recorded subdivision or block corner with appropriate references (show reference of origin on the North Arrow). NC grid coordinates can also be derived from GPS observations processed by OPUS.

C. Legal Description

1. Survey firm's name and contact information
2. Case number and annexation plat's title block information
3. Write a legal description of the property to be annexed and label the Point of Beginning on the Plat. The legal description should describe all parcel and right-of-way lines of the Annexation boundary by bearing and distance or curve data and refer to all properties adjoining the Annexation boundary with PB/PG and/or DB/PG, and Pin Numbers. If the Annexation adjoins a recorded Subdivision, you may describe that portion of the Annexation boundary by using the Lot Numbers and Subdivision Name and reference.
4. After description add the following paragraph:
"For further description see map entitled "[*insert name of annexation plat*]" prepared by [*insert name of Surveying Firm*], [*insert name and license number of surveyor*], said map dated _____ and recorded in the Office of the Register of Deeds of Durham County in Plat Book _____, Page _____."