



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Voluntary Annexation Application

Please complete all applicable fields (use N/A if not applicable to your situation).

Date of Application:

Application No. (staff use):

1. Applicant Information

Applicant Name:

Mailing Address:

Phone Number:

Email Address:

2. Property Information

Property Owner(s) Name:

Rockingham County Parcel No.:

Acreage:

Property Physical Address:

Owner Consent to Annexation:

☐

Yes

☐

No

About This Process

Voluntary annexation of a contiguous area is governed by North Carolina General Statute § 160A-31. The petition must be signed by every owner of real property within the area to be annexed. Upon certification of a sufficient petition, the Town Council will set a public hearing before voting on the annexation ordinance.



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3. Required Documentation

The following documentation must be submitted along with this application:

- ☐ Annexation Petition Form (completed and signed by all property owners)
- ☐ Legal Description of Property (metes and bounds — submitted in Word format)
- ☐ Property Deed
- ☐ Survey / Map of Property
- ☐ List of Abutting (Adjoining) Property Owners

Deed Book Number:

Page Number:

4. Vested Rights

We acknowledge that any zoning vested rights acquired pursuant to N.C.G.S. § 160D-108 or § 160D-108.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of any vested rights previously acquired for the property.

Do you declare vested rights?

☐

Yes

☐

No

(If yes, attach proof of vested rights.)

This application is a public record and is subject to disclosure upon request pursuant to the North Carolina Public Records Law (N.C.G.S. § 132-1).



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5. Acknowledgments, Certification & Signatures

I/We, the undersigned property owner(s), respectfully request annexation of the above-referenced property into the corporate limits of the Town of Mayodan. I/We understand that this request is subject to verification of sufficiency by the Town Clerk and approval by the Town Council, and I/We affirm that all information provided in this application is true and accurate to the best of my/our knowledge. All property owners must sign this application.

Original (wet) ink signatures are required for all property owners. Typed or electronic signatures are not accepted.

Property Owner 1 – Print Name

Signature (original ink)

Date

Property Owner 2 – Print Name

Signature (original ink)

Date

Property owner(s) must sign by hand in ink; do not type a name in the signature line.

Title of Authorized Signature (if signing on behalf of a corporation or LLC):

For Office Use Only

Date Received:

Received By:

Case Number:

Sufficiency Determination:

☐

Sufficient

☐

Insufficient

Date of Clerk's Certification:

Public Hearing Date:

Notices Mailed On:

Newspaper Name:

Date Notice Published:

Town Council Meeting Date:

Council Action:

☐

Approved

☐

Denied

Date of Ordinance Adoption:

Effective Date:



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Electronic Submission

This application may be completed electronically, but property owner signatures must be original (wet) ink signatures — electronic or typed signatures are not accepted.

1. Complete all applicable fields on pages 1–3 of this form.
2. Print page 3 and have every property owner sign the Signature line in original ink.
3. Scan the signed page 3 and attach it to this PDF, or attach it as a separate file to your submission email.
4. Click the Submit by Email button below. Your default email application will open with this completed form attached and addressed to the Town Manager's Office.
5. Send the email, including the scanned signed page 3 and the required attachments listed in Section 3 (petition, legal description, deed, survey, and list of abutting property owners).

Before You Submit

Please open this form in the free Adobe Acrobat Reader app (desktop or mobile) to fill it out and use the Submit by Email button. Opening the PDF directly in a web browser, or in your device's built-in PDF viewer, may prevent the submit button from working. Get Adobe Acrobat Reader free at get.adobe.com/reader.

Button not working? You can also email your completed, signed PDF directly to:

mshuler@mayodannnc.org