

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public for said County and State, do hereby certify that _____, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

(SEAL)

Notary Public
My Commission Expires: _____

If Owner is a Partnership:

I, _____, a Notary Public for said County and State, do hereby certify that _____, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

(SEAL)

Notary Public
My Commission Expires: _____

If Owner if a Corporation:

I, _____, a Notary Public for said County and State, do hereby certify that _____, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, _____.

(SEAL)

Notary Public
My Commission Expires: _____

APPLICANT SIGNATURE

Applicant Signature: _____ Date: _____

Print Name: _____

REQUIREMENTS FOR FILING AN APPLICATION

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **application**, signed by the applicant.
- 3. Application fee of **\$300**. Make checks payable to “Town of Boiling Springs”.
- 4. One (1) copy of a **metes and bounds description** or a reference to the location within a recorded subdivision plat of the specific property for which annexation is requested.
- 5. One (1) copy of information as to the location of a **recorded document** by which undersigned owner(s) acquired ownership of the property in question. (i.e. Record Book 1106, Page 923 or File No. 91 E 296, and/or any other source).
- 6. Three (3) copies of an **annexation plat**, no larger than 24” by 36” and drawn to scale, that shows metes and bounds. Must be sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina.
- 7. One (1) copy of the **Cleveland County Tax Map**, at 8.5” by 11”, showing the location of the subject property.
- 8. One (1) copy or PDF version, at 8.5” by 11”, of the **metes and bounds, annexation plat, tax map, and any additional information** submitted for review.