



**APPLICATION FOR ANNEXATION**

Planning Department (864) 467-4476  
planning@greenvillesc.gov

<b>Office Use Only:</b>	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

**APPLICANT/OWNER INFORMATION**

\*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

LEGAL REPRESENTATIVE (if applicable)

Name:	
Title:	
Address:	
Phone:	
Email:	

**PROPERTY INFORMATION**

\*TAX MAP #(S) \_\_\_\_\_

\*TOTAL ACREAGE TO BE ANNEXED \_\_\_\_\_

\*CURRENT ZONING DESIGNATION (County) \_\_\_\_\_

\*PROPOSED ZONING DESIGNATION (City) \_\_\_\_\_

\*DEED RESTRICTIONS \_\_\_\_\_

**TYPE OF ANNEXATION**

\*Please select one (1) type: \_\_\_\_\_ 100% \_\_\_\_\_ 75% \_\_\_\_\_ 25%

For 100% and 75% Annexations, please Include the corresponding **Annexation Petition** with the application submittal.

## INSTRUCTIONS

1. The applicant is strongly encouraged to schedule a preapplication conference with Planning and Development prior to the scheduled submission deadline. At this time, the applicant may also be encouraged to schedule a sufficiency review two (2) weeks prior to the scheduled submission deadline to allow staff review of the application. Call (864) 467-4476 or Email [Planning@Greenville.gov](mailto:Planning@Greenville.gov) to schedule an appointment.
2. If the application includes more than one (1) parcel and/or more than one (1) owner, the applicant must provide the appropriate deed book/page references, tax parcel numbers, and owner signatures as an attachment.
3. All applications for Annexation must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.
4. Staff will review the application for "sufficiency" pursuant to Section 19-2.2.6, Determination of Sufficiency. If the application is deemed insufficient, staff will notify the applicant and request that the application be revised and resubmitted to address insufficiency comments. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting.
5. Please refer to **Section 19-1.9, Annexations** for additional information.
6. **Public Notice Requirements.** Annexation applications require a planning commission public hearing. Staff shall post signs regarding the same on the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.  
Upon planning commission recommendation, the application item will be scheduled for city council hearing.  
The Neighborhood meeting shall be setup by staff prior to the Planning Commission meeting and will invite the applicant to attend to meet the requirements of Section 19-2.2.4, neighborhood meetings
7. **Please verify that all required information is reflected on the application, and submit one (1) electronic or hard version of the application submittal package.**
8. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.  
In addition, the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.  
If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.  
Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning

Commission will be presented to the City Council at their next regularly scheduled meeting to be held on the fourth Monday of the month following the Planning Commission meeting in which the matter was heard.

\_\_\_\_\_ \*APPLICANT SIGNATURE  
 \_\_\_\_\_ DATE

11. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_ or **is not** \_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

<b>*Signatures</b>	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

**APPLICATION REQUIREMENTS CHECKLIST**

**A completed application form.**

**Annexation petition** signed by the required number of freeholders (owners of real property) or a representative with clear authority to sign such a petition for annexation. If the owner is a corporation, the petition must be signed by a duly authorized officer of the corporation. Corporate minutes of a resolution of the Board of Directors should accompany the petition. The signature of a real estate agent, broker or developer without specific authority to sign as to annexation is not acceptable. A petition with less than all freeholders signing is not acceptable for filing without a written statement from the City Attorney that the petition appears on its face to comply with state law regulating such petitions.

**IMPORTANT NOTE:**

Prior to applying for annexation, contact the City of Greenville’s Engineering Department to verify the “availability” of utilities such as sanitary sewer and water.