

# Application Package for Annexation

City of Aiken

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# 1.

## **The Process at a Glance**

- \* The completed signed application, and supporting materials are submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202, 35 business days prior to the public hearing before the Planning Commission.
- \* Planning Department distributes information about the request to various City departments.
- \* A letter with review comments from City staff is sent to the applicant within one week.
- \* If necessary, the applicant submits 5 revised plats and 1 reduced copy (8 ½" X 11") and/or additional information to the Planning Department.
- \* The application is considered by the Planning Commission which makes a recommendation to City Council.
- \* City Council holds two readings on an ordinance to annex the subject property the second of which is a public hearing followed by Council action on the annexation request.

### **Site Visits**

Please be aware that consideration of an application may require site visits by the staff and members of the appropriate boards or commissions. These visits will be made during daylight hours. If the application is approved, the Zoning Official or other staff member may check the site for compliance with the terms of the approval.

**Zoning** On October 23, 2006 City Council adopted a policy that all rezoning, annexation, and City utility service requests for primarily residential development four (4) acres or larger will be developed under the PR (Planned Residential) zoning regulations, and all primarily non-residential development five (5) acres or larger will be developed under the PC (Planned Commercial) zoning regulations. While the applicant is free to request any zoning, it should be understood that City Council may reject the application based on this policy. Projects in the PR and PC zones require a Concept Plan; a pre-application meeting with the Planning Department staff is recommended for all Concept Plans applications and is mandatory for PR.

**PLEASE READ THE REST OF THIS APPLICATION PACKAGE CAREFULLY SO THAT YOU FULLY UNDERSTAND THE SUBMISSION REQUIREMENTS AND PROCESS.**

## 2.

### Annexation Procedures

#### Summary

An annexation request is first heard by the Planning Commission at a public hearing. (Two or more property owners may request annexation jointly.) The Planning Commission makes a recommendation to City Council; two readings of an ordinance are required before Council with a final decision normally made at second reading which is also a public hearing. If approved, the annexation normally becomes effective immediately.

#### Submission Requirements

The following must be submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room 202, 35 days prior to the Planning Commission meeting.

**Application.** The appropriate completed application form (attached). **Only the owner(s) of the property may apply for Annexation.**

**Petition.** A petition requesting the change using the sample attached including signatures as they appear on the deed. **The Petition must be signed by the property owner(s).**

**Form Explaining Racial Composition.** For annexation of a property to be zoned to allow residential uses, the completed racial composition form stating the number and race of those residing at the property or, if undeveloped, an estimate of the number of people that could live there (to be provided to the United States Department of Justice as required by the Voting Rights Act of 1965, as amended).

**Plat.** Five copies of a plat. The City may require that the plat be signed and sealed by a surveyor licensed in South Carolina depending on the nature of the request including the information shown on the attachment. **If the plat is larger than 8 1/2" x 11", a reduced copy of that plat must be provided.**

**Recorded Deed.** A copy of the recorded deed verifying ownership of the subject property.

**Traffic Impact Study.** A Traffic Impact Study may be required for applications for approval of a site plan, annexation, rezoning (to a category that allows more intense uses), major subdivision, or concept plan for PUD and PC where the traffic to be generated meets a certain minimum as determined by the Planning Director. A Traffic Study will be accepted only if prepared by a firm on a list of approved firms approved and maintained by the Planning Department.

**Public Notice** The Planning Department will be responsible for posting a sign on the property at least 20 days prior to the Planning Commission meeting.

**Annexation Petition**

TO THE HONORABLE COUNCIL OF THE CITY OF AIKEN:

Your petitioner(s), \_\_\_\_\_,  
(names of property owners)

respectfully show:

1. That the petitioner(s) is/are owner(s) of and vested with fee simple title in and to certain lands which lie without but adjacent and contiguous to the City Limits of the City of Aiken, described as follows:

A tract of land, designated as \_\_\_\_\_, containing  
(Tract/ name of subdivision, if applicable)  
\_\_\_\_\_ acres as shown on the plat, attached hereto, prepared \_\_\_\_\_ by  
(date)  
\_\_\_\_\_, the \_\_\_\_\_  
(Name of Engineer or Surveyor) (direction, ie.northern)  
boundary of which being contiguous to the present corporate limits of the City of Aiken.

**LEGAL DESCRIPTION  
SEE ATTACHED EXHIBIT A**

Tax Parcel Number \_\_\_\_\_

Property Address, if applicable \_\_\_\_\_

2. That petitioner(s) hereby requests that the aforesaid tract(s) of land be annexed to the corporate limits of the City of Aiken, as is provided under and by virtue of the Code of Laws of South Carolina Section 5-3-150 entitled "Alternate Methods where Petition signed by All or Seventy-Five Percent of Landowners".

3. It is requested that the tract(s) be annexed under the zoning district classification of \_\_\_\_\_.

\_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_

Signature of Property Owner(s)

\_\_\_\_\_

Address of Property Owner(s)

EXHIBIT A  
LEGAL DESCRIPTION

All that certain piece, parcel or lot of land located in Aiken County, South Carolina, containing \_\_\_\_\_ acres, more or less, and measured and bounded as follows:

**MUST INSERT METES AND BOUNDS DESCRIPTION;  
REFERENCE TO PLAT NOT SUFFICIENT**

## **Annexation Plat Checklist**

The following information must be shown on the plat:

- 1) the subject property clearly identified
- 2) the existing City limits
- 3) the seal and signature of surveyor (licensed in South Carolina)
- 4) date of survey
- 5) tax parcel number
- 6) north arrow and graphic scale
- 7) location map with sufficient detail to determine the exact position of the subject property
- 8) owner's name and address
- 9) exact acreage and square footage
- 10) bearings and distances of the property
- 11) current and proposed zoning
- 12) zoning of surrounding areas
- 13) names of surrounding property owners
- 14) existing streets with names and right-of-way widths

## **Racial Composition Form**

The Voting Rights Act of 1965, as amended, requires cities in certain states to report to the United States Department of Justice all annexations including the number and race of people residing on property annexed or, if undeveloped, an estimate of the number who will reside there.

Please fill in the appropriate space:

Property Location: \_\_\_\_\_

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

Number of Residents: \_\_\_\_\_

Race of Residents: \_\_\_\_\_

If Undeveloped, Anticipated Number of Residents: \_\_\_\_\_

Application No. \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_

**Application**  
**Planning Department**  
**City of Aiken**

**Type of Application**

Annexation                       Site Plan                       City Services  
 Rezoning                       Landscaping Plan                       Other  
 Concept Plan (PR)                       Concept Plan (PC)

**Applicant**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
Interest if other than owner \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Main Contact** (if different from applicant)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Subject Property**

Project Name \_\_\_\_\_  
Address or location \_\_\_\_\_ Acreage \_\_\_\_\_  
Zone \_\_\_\_\_ Existing Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Are there restrictive covenants that would prohibit the proposed use of the property? \_\_\_\_\_  
If you replied yes, please attach a certified copy of the restrictive covenants to this application.

I certify by my signature that this application is accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or type name \_\_\_\_\_ Title \_\_\_\_\_

Attach the name, address, and telephone number of anyone other than the applicant, owner and plan/plat preparer who should receive copies of correspondence or be contacted if additional information is needed.

Comments: