

Planning & Development Department

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

Phone: 803-329-5590

FAX: 803-329-8725 -- website: www.cityofrockhill.com



APPLICATION FOR MUNICIPAL ANNEXATION

Submittal Date: _____

Requested Annexation Process 100% 75% 25%

General Annexation Location: _____

Tax Parcel #'s (10 digit): _____ Attach list, if needed

Property Owner(s): _____ Attach list, if needed

Annexation applications for portions of single parcels will not be processed. Prior to submitting your application, you will need to undergo a York County subdivision process and submit a copy of the recorded subdivision document with the annexation application (if applicable).

Existing County Land Use Classification (if known): _____

County Zoning District: _____ Total Acreage to be Annexed: _____ Vacant? _____

IF NOT Vacant – Describe any existing buildings by **Square Footage** and **Use: [SF] Single Family, [MF] Multifamily [CO] Commercial/Institutional, or [IN] Industrial:** _____

Requested City of Rock Hill Zoning District: _____

(Note: Requests for City zoning districts other than SF-2 are required to undergo a City rezoning pursuant to pursuant to Rock Hill Zoning Ordinance Section 2-300(A)).

Required Attachments: Please submit:

- Letter of Intent (reason for annexation)
- Summary of Future Development Plans (if applicable)
- Recorded County Subdivision Document (if applicable)
- Map of Proposed Annexation Area
- Copy of Property Deed or Plat Map
- Legal Description
- Completed Rezoning Application (if applicable)
- Signature Authority Documentation (if not sole owner)*

Contact Information

Primary:

Secondary:

Printed name of Owner/applicant

Printed Name of Owner Representative

Mailing Address

Mailing Address

City, State, Zip

City, State, Zip

Phone Number / Fax Number / Email

Phone number / Fax Number / Email

Signature of Owner/Applicant*

Signature of Owner Representative*

See Checklist/Process on following page:

Checklist/Process for 100 PERCENT ANNEXATION PROCESS

1. SUBMITTAL OF THIS COMPLETE ANNEXATION APPLICATION (*with attachments*)
2. SUBMITTAL OF COMPLETE REZONING APPLICATION (*If Rezoning Needed*)
3. INFORMAL MEETING(S) WITH RELEVANT CITY STAFF TO DISCUSS ANNEXATION AND/OR DEVELOPMENT PROPOSAL (*If Needed or Desired*)
4. CITY PREPARES ANNEXATION MAP AND PETITION
5. ALL PROPERTY OWNER(S) SIGN ANNEXATION PETITION
6. 30 DAY PC PUBLIC HEARING NOTICE ISSUED (*If Rezoning Needed*)
7. PLANNING COMMISSION RECOMMENDS PRE-ANNEXATION ZONING DISTRICT (*Neighborhood Meeting and/or Public Hearing as required*)
8. CITY COUNCIL ACCEPTANCE OF PETITION & FIRST READING OF ORDINANCE
9. CITY COUNCIL SECOND READING OF ORDINANCE (*Annexation Becomes Effective*)

ANNEXATION TIMING

The duration of the annexation process can take approximately 60 days, unless a rezoning is requested. The following identifies variables to aid applicants in preparing individual annexation timelines.

- Allow approximately one week for preparation of annexation map and petition.
- Public hearing notice (if needed) must be provided to Herald newspaper approximately three business days prior to formal issuance.
- Planning Commission meets during the first Tuesday of each month.
- City Council meets during the second and fourth Monday of each month.