



**MEMORANDUM**

**TO:** Surveyors  
**FROM:** Linda V. Staab, Planning Director  
**SUBJECT:** Annexation Surveys

The following information should be contained on an annexation survey:

- a. Title: Annexation Survey for \_\_\_\_\_
- b. Size of area to be annexed in acres \_\_\_\_\_
- c. Certificates as follows:
  1. I, \_\_\_\_\_, the City Clerk of Morehead City, do hereby certify that the Morehead City Town Council approved this map and the site has been approved for annexation and recording in the Office of the Register of Deeds:  
  
Date: \_\_\_\_\_  
  
City Clerk: \_\_\_\_\_
  2. Adopted by the Town of Morehead City Town Council Ordinance No. \_\_\_\_\_.  
  
Date: \_\_\_\_\_  
  
Effective date of Ordinance: \_\_\_\_\_
  3. Certificate for recording in the Register of Deeds office.

In addition to the information contained on the plat, the City needs two (2) original mylars of the map and one (1) print. Mylars are required to be 18" by 24". The bill should be forwarded directly to the owner/owners of the property.