



# Municipal Planning Commission

## Petition for Annexation

CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

Public Record Document

### General Instructions

If you desire to join our community, please complete the following form, and submit a Plat/Survey of the territory and a Meets & Bounds Description by a Certified Surveyor to the Planning Division. The City will provide a Plat based on existing instruments of record. In the State of West Virginia, territory can be annexed in to a municipality if qualified voters of said territory file a petition with the municipality. In the case of a new subdivision, a majority of qualified voters in the subdivision must file a petition.

### PART ONE: APPLICANT/OWNER INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PART TWO: GENERAL INFORMATION

Street Address of Subject Property(s): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Current Land Uses of Subject Property:

Commercial  Residential (S-F)  Multifamily  Industrial  Recreation

Additional Description: \_\_\_\_\_

Number of people that currently reside in area to be annexed:

Number of Single-Family Units: \_\_\_\_\_ Number of Multifamily Unites: \_\_\_\_\_

Other existing structures: \_\_\_\_\_ Total Structures: \_\_\_\_\_

Description of Topography (if applicable): \_\_\_\_\_

Condition of Streets and Sidewalks: Excellent  Fair  Poor  Non existing

### PART THREE: PROPOSED LAND USE INFORMATION

Proposed Land Use Description: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

And where applicable the proposed:

⇒ Number of single-family units: \_\_\_\_\_

⇒ Number of multifamily units: \_\_\_\_\_

⇒ Type of businesses: \_\_\_\_\_

⇒ Type of industry: \_\_\_\_\_

Utilities:

Water	Current: _____	Proposed: _____
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Storm Sewer	Current: _____	Proposed: _____
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Fire Protection	Current: _____	Proposed: _____
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Police Protection	Current: _____	Proposed: _____
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Solid Waste Collection	Current: _____	Proposed: _____
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<b>PART FOUR: REASON FOR ANNEXATION REQUEST</b>
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Please describe (in a few sentences) your desire to join the City of Parkersburg, West Virginia:

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By signing below, the applicant agrees that he/she has read the informational brochure on annexation and has completed an application, and to the best of their knowledge the information reflected herein (including the Survey and Meets & Bounds Description) is correct.
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Applicant's Signature	Date
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**NOTE:**  
Under West Virginia State Code - Chapter 8, Article 6, Section 5, the City of Parkersburg shall be responsible for the cost of all annexation proceedings, except for the preparation of maps, surveys and legal descriptions.

## **ADDITIONAL INFORMATION:**

To complete a Petition for Annexation, a plat/survey must accompany this document. All plats/surveys are to be completed by a Registered Surveyor and shall meet the West Virginia Board of Professional Surveyors Minimum Standards for Boundary Surveys - Chapter 30, Article 13A, Section 26 (Plat Requirements according to Subsections (h), (i), (j) and (k); 30-13A-25) which include, but are not limited to:

- ⇒ Map Number and Parcels
- ⇒ Lot Numbers
- ⇒ Lot Dimensions
- ⇒ Parent Tract Identification
- ⇒ Name of Subdivision
- ⇒ District or Municipality, County and State
- ⇒ Check for Error of Closure and Area
- ⇒ Monumentation
- ⇒ Scale, North Arrow, Basis of Bearings
- ⇒ Adjoining Owners - Deed Reference
- ⇒ Adjoining Subdivision(s) - Plat Reference
- ⇒ Name and Width of Adjoining Right-of-Ways
- ⇒ Owner Name
- ⇒ Name and Stamp/Seal of Registered Surveyor
- ⇒ Date of Survey