



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 Metes & 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 join the application for the petition to be heard.

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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PART FOUR: REASON FOR ANNEXATION REQUEST

Please describe (in a few sentences) your desire to join the City of Parkersburg, West Virginia:

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 Metes & Bounds Description) is correct.
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Applicant's Signature

Date

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