

City of Easley Planning & Development Department

Post Office Box 466, 205 North 1st Street, Easley, SC 29641 • Office (864) 855-7908 Fax (864)855-7951

ANNEXATION APPLICATION INSTRUCTIONS:

The **deadline** for annexation application and information **is approximately twenty (20) days prior to the Planning and Zoning meeting, which is the 3rd Monday of each month.** It takes ninety (90) days to annex a piece of property into the City of Easley. It goes through a process of three readings: one by the Planning Commission and two by the City Council. City Council meets on the second (2nd) Monday of each month.

We advertise in the local newspaper fifteen (15) days prior to the Planning Commission meeting and signs are posted on the property.

The following information must be returned to the Planning & Development department before the request can be scheduled to be heard by the Planning Commission.

- _____ a completed Annexation application. There is no fee for this service.
- _____ nine (9) copies of a current plat of the property.
- _____ a legal description of the property.

**PETITION FOR ANNEXATION
INTO THE CITY OF EASLEY**

Date: _____

TO THE MAYOR AND MEMBERS OF THE CITY COUNCIL OF EASLEY, SOUTH CAROLINA:

I/We, the undersigned, being the owner(s) of the area of land described below and shown on the plat attached hereto, and made a part of this Petition, do hereby petition your Honorable Body under the provisions of Section 5-3-150(3) of the 1976 Code of Laws of South Carolina, as amended, to annex the property herein described to the City of Easley so that said area shall henceforth be a part and parcel of the incorporated limits of the City of Easley. Said area is contiguous with the present City Limits of the City of Easley. Said area annexation shall be on the following terms:

PROPERTY ZONING: The owner(s) of the property requested to be annexed, which is set forth in the metes and bounds description as attached, request the property to be zoned under the classification _____ of the City of Easley Zoning Ordinance.

PROPERTY DESCRIPTION: The petitioning area to be annexed is shown on a plat hereto attached and more particularly described as follows:

Property Location: _____
Tax Parcel # _____ Area (acres): _____

OWNER(S) NAME(S): _____
Address: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____

APPLICANT(S) NAME(S)(if other than owner): _____
Address: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____

DESIGNATION OF AGENT: (complete only if owner(s) is not applicant)
I/We hereby appoint the person(s) named as Applicant(s) as my/our agent(s) to represent me/us in this request for annexation.

Date: _____
Signature of Owner

Signature of Owner

I/We certify that the information in this request is correct.

Date: _____
Signature of Owner(s)