Checklist: Annexation

Town of Nolensville

Checklist for Annexation Application

- [x] Signed and Notarized Owner Affidavit for every property owner associated with the request. Owner Affidavit Form for download.
- [x] Names, Addresses, Phone and email of the Owner(s) and the applicant(s). Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than 5 percent interest in the project should be identified
- [x] Survey indicating the current Town limits and the nearest boundary of the Urban Growth Boundary
- [x] Map and Parcel number and legal description of every property associated with request
- [x] Watercourses, conveyances, springs (perennial only), water bodies, floodplain or floodway and wetlands
- [x] Acreage collectively and individually of every property associated with the request
- [x] Existing structures and buildings within the property/properties
- [x] A general statement indicating the purpose of the annexation and any proposed development for the site or territory associated with the request. The statement should specify how the proposed development meets the Land Use Plan.
- [x] An Illustrative concept plan of any proposed development for the site or territory associated with the request
- [x] A completed application form and associated fee
- [x] Follow this link to obtain:
  Note: A completed digital copy of the Checklist is required for submittals.
- [x] Application Fee:
  - Annexation Fee (Contiguous) less than 10 acres: $250, 10-50 acres: $500, over 50 acres $850
  - Annexation Fee (Non-Contiguous) less than 10 acres: $400, 10-50 acres $600, over 50 acres $1,000
  - Outside the Urban Growth Boundary: $3,000
- [x] Initial submittal package shall include: one (1) digital copy of complete plans. Digital copies should also include previous approved plans and date of approval.
- [x] Incomplete applications will result in the request being returned or held until all the information is included.