



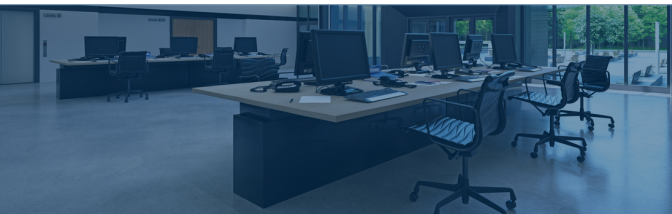
ANNEXATION PROCESS

1. PREPARATION

Before coming to the South Carolina Department of Administration's (Admin) Real Property Services (RPS) about an annexation, the municipality desiring such a change must do two things:

First, the municipality must waive any right to levy, collect or charge, directly or indirectly, any franchise, storm water drainage or other fee or cost upon the state for services provided to the state, its agencies or the subject property for as long as the property is owned by the state of South Carolina.

Second, the municipality must give public notice of the proposed annexation and hold a public hearing at which those interested are given an opportunity to express their views. This meeting must be evidenced either through the meeting minutes or some other official written communication from the municipality to RPS.





2. APPLICATION

Upon applying for an annexation, the municipality should provide to RPS: a letter requesting the annexation and enumerating the benefits that will result, letters from both the senator and the representative whose districts include the property, a legal description of the property to be annexed, a map showing the area to be annexed along with the current city/town limits and a tax map number of the property.

3. REQUIRED APPROVALS

RPS will review all the documents provided by the municipality, prepare the State Fiscal Accountability Authority (SFAA) agenda item and submit all necessary documentation for SFAA approval at its next meeting.

4. PETITION FOR ANNEXATION

Upon receiving SFAA approval, RPS will prepare the Petition for Annexation. Once this is executed by SFAA, RPS will forward the signed petition to the city/town manager. Pursuant to SC Code of Laws §5-3-140, annexation will not be complete until the governing body agrees to accept the Petition for Annexation to annex the area and an ordinance is enacted, declaring the property annexed to the municipality.

