



INSTRUCTIONS FOR COMPLETING PRE-ANNEXATION AGREEMENTS, ANNEXATION ORDINANCES AND SEWER SERVICE AGREEMENTS

The following are NSSD and County requirements for processing your application:

1. The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form.
2. The document shall be printed in black ink, typewritten or computer generated, in at least 10-point type. (This sentence is prepared in computer-generated Word version 6.0 in Times New Roman 12-point type.)
3. The document shall be on white paper of not less than 20 point weight and shall have a clean margin of at least one-half inch on the top, bottom and each side.
4. The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, in the upper right hand corner (FOR RECORDER'S USE ONLY).
5. The document shall not have any attachment stapled or otherwise affixed to any page.
6. Submit one mylar and two copies of the plat for each agreement or ordinance. (Refer to sample plat for requirements and format).
7. Submit two original documents for each agreement or ordinance.
8. Insert legal description of property in space provided on ordinance or agreement, or reproduce document using exact language and format if more space is required.
9. Have owner execute the pre-annexation agreement or sewer service document and have notarized where required.