

Annexation Checklist for Municipalities in Moore County

1. Annexation application submitted to the municipality.
2. Draft prepared by the municipality. Including legal description and area map.
3. Draft submitted to the county using online form, “Moore County Annexation Review Form”. This is to aid in eliminating description errors being recorded. Only the legal description of the annexation paperwork will be reviewed. A map of the described area will be supplied for the municipality to ensure the correct area was described before recording.
4. Annexation ordinance submitted to local municipality board for approval.
5. Upon approval of municipal board copies should be sent to the following Moore County Offices:
 - Board of Elections
Hard copy mailed with original signature to
Board of Elections, PO Box 787, Carthage, NC 28327
 - Tax Department
Hard copy mailed to
Moore County Tax, PO Box 457, Carthage, NC 28327
 - GIS
Scanned copy emailed to mcgis@moorecountync.gov
6. Also upon approval the ordinance needs to be recorded with the following within thirty (30) days of the effective date of the annexation ordinance¹:
 - Moore County Register of Deeds
 - Secretary of State
7. Once the ordinance has been filed with the Moore County Register of Deeds office Moore County Tax and GIS departments will make the changes in their data to reflect the annexation.

¹ Secretary of State Procedure Manual. Recording Municipal Charters, Charter Amendments, De-annexations, Dissolutions, Annexation Ordinances and Annexation Maps. Revised November 27, 2017.