

Incorporation Petition Attachments

The following fourteen (14) attachments and documentation are required to be included with the Petition requesting incorporation of the Town of Hampstead submitted to the Joint Legislative Commission on Municipal Incorporations of the North Carolina General Assembly (Article 20 of Chapter 120 of the General Statutes)

NOTE: Many of these attachments cannot be finalized until the Town boundaries and budgets are finalized, the Charter agreed to, notices of intent are sent and published in local papers, and signatures of registered voters verified.

1. Petition signed by fifteen percent (15%) of the registered voters:

- a. Signed petition sheets for voters in the area to be incorporated and verified by the Pender Co. Board of Elections (BOE) are to be attached.
- b. (Note: According to the NCBOE the area within the draft designated boundaries of the proposed Town of Hampstead has 12,880 registered voters. 15% would = 1,932 and 50% would = 6,440 individuals).

2. Proposed Name:

- a. Town of Hampstead

3. Town of Hampstead Charter

- a. Attached DRAFT Town of Hampstead Charter states the style of governing board, form of government, number and terms of office of governing board, mode of election, and other information as per relevant NC General Statutes.

4. Map of Proposed boundaries:

- a. See attached DRAFT map

- b. See also attached DRAFT Town of Hampstead Charter, Article II, Section 2.1 for individual properties to be included.

5. Ad Valorem Tax statement:

- a. The proposed town will have a budget ordinance with an Ad Valorem tax levy of at least five cents (5¢) on the one hundred-dollar (\$100.00) valuation upon all taxable property within town limits is stated on the Petition and in the Charter.
- b. See also attached DRAFT Town of Hampstead Charter
- c. The draft charter states twenty cents (20¢) on the one hundred-dollar (\$100.00) valuation – this is needed to provide adequate funding for the proposed services. It further states that any tax increase of more than ten cents (10¢) on the one hundred-dollar (\$100.00) valuation) must be approved by a majority of the Town’s registered voters. (See DRAFT Town of Hampstead Charter Article VI, Section 6.3)

6. Services to be provided by the Town of Hampstead:

- a. Zoning
- b. Police protection
- c. Solid waste collection
- d. Street maintenance
- e. Street lighting

7. Notification (G.S. 120-164): written notification given to the following and copies of letters are attached:

- a. The Pender County Board of Commissioners
 - b. All cities within Pender County
- (note: these are to be sent prior to petition submission)

Towns in Pender County	Population	Approximate Distance to proposed Hampstead boundaries
Atkinson town	299	33 miles
Burgaw town	3,872	20 miles
St. Helena village	389	17 miles
Surf City town	1,561	7 miles
Topsail Beach town	368	15 miles

Wallace town	0	30 miles
Watha town	190	25 miles

- c. There are no cities in adjacent counties that are within five miles of the proposed town. However, a notice will be sent to Wilmington, NC (12+ miles) – please see attached.

8. Published notice of intent to submit a petition to the Commission in two newspapers of general circulation in the area proposed to be incorporated were sent at least once per week for two consecutive weeks.

- a. Please see attached (Note: Notice will be published and copies of these will be attached.)

9. Population Density (G.S. 120-167):

- a. Density of the area as per 2018 Pender County GIS data is 465 people per acre

10. Percent of the proposed town that is developed:

- a. 46% as per 2018 Pender County GIS data

11. Area unincorporated (G.S. 120-169):

- a. No part of the proposed Town of Hampstead is included within the boundary of an incorporated municipality, or within the boundary of a unified government

12. Level of services; financial impact on other local governments (G.S. 120169.1):

- a. The proposed town must submit a plan for providing a reasonable level of municipal services. This means the proposed town must consider how it will provide the required four services, and must submit to the Commission letters or agreement between the proposed town and other entities with whom the proposed town may contract (e.g. the Sheriff's Office if it will be providing police protection to the proposed town).

13. Findings as to services (G.S. 120-170).

- a. Please see the attached proposed budget. (The proposed town must show that it can provide at a reasonable tax rate the four services listed in its petition, and that it can provide at a reasonable tax rate the types of services usually provided by similar municipalities. In evaluating these criteria, the Commission will carefully examine the proposed town's budget to determine whether the proposed town will have enough financial resources to pay the costs associated with providing the required four services. The Commission will also look at the tax rate of other municipalities and the level of services they provide to determine whether the proposed town's tax rate is reasonable.)

14. **Three people who will serve as interim governing board and their qualifications**

- a. Xxx - tbd
- b. Xxx -tbd
- c. Xxx – tbd

(Note: We are currently looking for qualified volunteers – if you are interested please send a resume and 2 references to:

HamsteadNCstudy@gmail.com