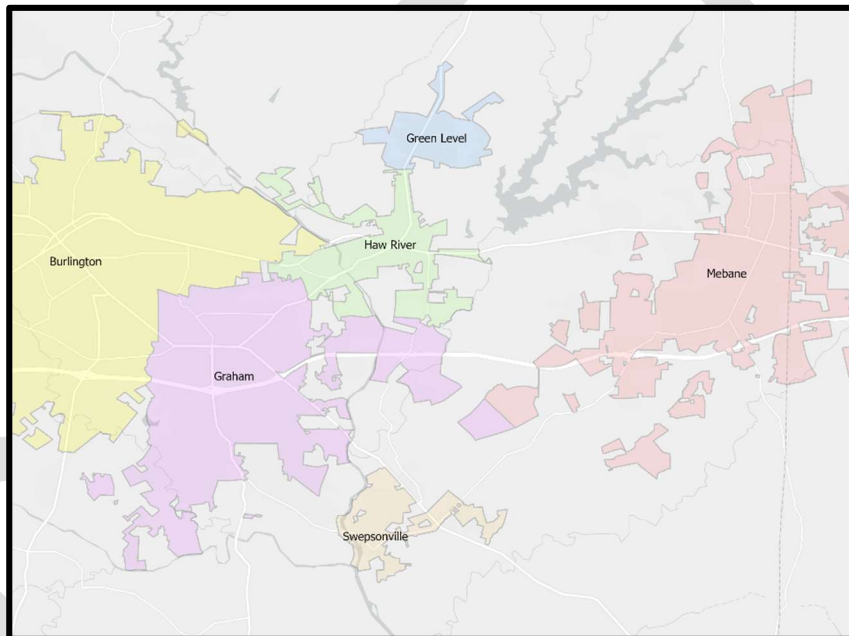# Geographic Data Content Standard for Municipal Boundary and Annexation Data

Adopted: August 8, 2021

Geographic Information Coordinating Council

Statewide Mapping Advisory Committee

Municipal Boundary Working Group

Contents

Section 1: Introduction

The Municipal Boundary Working Group, as a part of the Geographic Coordinating Council (GICC) Statewide Mapping Advisory Committee (SMAC), proposes a standard for Municipal Boundaries and Annexations to streamline state business practices and relieve the reporting burden on municipalities. Municipalities are required to report annexations to the N.C. Office of the Secretary of State and to the U.S. Census Bureau, a duplication of effort which leaves open the possibility of annexations being reported to one entity but not the other. Additionally, state agencies annually request municipal boundary data from local governments. A single authoritative source of annexation and municipal boundary data will serve the needs of all parties and eliminate duplicate requests for the same data. The goal of this standard is to define the elements required in annexation and municipal boundary data that will meet the needs of local, state, and federal stakeholders.

The Municipal Boundary Working Group was composed of stakeholders at all levels of municipal, county, state, and federal government and began meeting in 2018. The working group reviewed current business practices and workflows related to annexations and municipal boundaries in state and local governments, identified challenges to updating and maintaining municipal boundary data, and implemented a pilot program to test a preferred workflow. The working group has developed a proposed maintenance plan and presents here the data schema and specifications for the statewide annexation and municipal boundary data layers.

The Municipal Boundary Working Group consists of these members who contributed to this standard.

Member	Member Organization
Alice Wilson	City of New Bern
Allison Shafer	U.S. Census Bureau
Amity Little	NCDOT GIS Unit
Bob Coats (Co-Chair)	Office of State Budget & Management
Caitlin Saunders	N.C. League of Municipalities
Christopher Nida	N.C. League of Municipalities
David Baker	N.C. Association of County Commissioners
David Giordano	Center for Geographic Information and Analysis
Doug Huffman	N.C. Department of Revenue
Erin Lesh	NCDOT GIS Unit
Gary Thompson	N.C. Department of Public Safety
Haley Haynes	Office of the Secretary of State
John Bridgers (Co-Chair)	Office of the Secretary of State
Marcus Bryant	Durham City/County GIS
Michael Cline	N.C. Office of State Budget and Management
Paul Badr	GPI
Rich Elkins	Office of the Secretary of State, Land Records Management
Steve Averett	City of Greensboro
Tabitha Ashe	N.C. Department of Revenue
Tonda Shelton	N.C. Department of Public Safety
Alan Coats	N.C. Department of Public Safety
Colleen Kiley	Center for Geographic Information and Analysis

Section 2: Content Standard

Definitions

As defined by the Federal Geographic Data Committee (FGDC), a governmental unit is "a geographic area with legally defined boundaries established under Federal, Tribal, State, or local law, and with the authority to elect or appoint officials and raise revenues through taxes." Municipal boundaries are considered governmental units for this standard. Each polygon representation of a municipal boundary contains attributes that describe the characteristics of the individual municipality.

Annexations are an enlargement of the limits of municipal corporation. Annexation areas represent the area to be added to the municipal limits and contain attributes that describe the characteristics of the annexation. Annexations are required to be submitted to the Office of the Secretary of State as well as the Boundary and Annexation Survey of the United States Census.

General Data Requirements

Metadata Standards

Metadata is a critical component of geospatial data and should be required for all geographic data produced. The metadata standards are determined by the GICC's State and Local Government GIS Metadata Profile.

Attribute Data

Attribute data for each data layer are defined in Section 3. Annexation data will be provided by the local authority and submitted to the Secretary of State. Attributes submitted by the local authority are denoted below.   All other attributes will be maintained by the state steward.

Geographic Representation

Annexations

Data representing annexations shall be provided as complete surveyed polygon geometry of the annexation area. The polygon shall be an accurate representation of the annexed territory and contain the required attributes outlined in Section 3. The preferred source of annexation data is a survey.

Each municipality should maintain polygons for individual annexations as a separate GIS layer. Maintaining the individual annexation polygons provides a history of municipal growth that can be illustrated on a map. In addition, annexations are to be reported to the US Census Bureau on the annual Boundary and Annexation Survey (BAS) as individual polygons for each annexation.
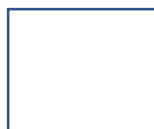
Municipal Boundaries

Municipal boundaries shall be a complete accurate polygon geometry of the current boundary of the municipality. The outline of the polygon shall contain newly annexed territories such that the common boundary of annexations and municipality are identical. Municipal Boundary geometries do not include extraterritorial jurisdictions (ETJs). When ETJs are mapped, they should be a separate polygon from the municipal boundary. ETJs are not required for the Municipal Boundary layer.

Municipality

*Annexation Area
(blue triangle)*

*Updated
Municipality*

Section 3: Attributes

Annexation Layer Attribute Table

Field Name	Description	Type	Example	Data Entry
MunicipalName*	Municipal Boundary Name in caps	Text	CITY OF RALEIGH	required
EffectiveDate*	Effective Date of the annexation	Date	7/21/2021	required
AdoptedDate*	Date ordinance is adopted by local council	Date	4/20/2021	required
County*	County Name in caps	Text	WAKE	required
FIPS Code*	7 digit FIPS code for municipalities (2 digit state 5 digit town) or 4 digit code for Tribal boundaries	Text	3755000	required
Source*	Source of digital submission (Municipal/County)	Text	County	required
LocalName*	Local Annexation Name- name used locally to reference the annexation	Text	Watts Property	optional
OrdinanceNumber*	Ordinance Number	Text	AN-2021-5	required
DeedBookPage*	Deedbook/page	Text	102-1234	required
DeedRecord*	Date Deed Recorded	Date	4/1/2021	optional
MapbookPage*	MapBook or Platbook and Page (If the map is attached as an additional page to the ordinance, use the same book/page as the ordinance)	Text	102-1234	required
LocalAcres*	Local Reported Acreage	Number	16.8	optional
SubmissionDate	Date data submitted to SOS	Date	5/1/2021	required
EffYear	Effective year (calculated from Effective date)	Number	2021	Calculated
SOSApproved	Indicates that the SOS has approved the submission to be incorporated into the state layer	Text	Yes	State maintained
DeannexationDate*	Date the area was removed from the municipality	Date	12/1/2025	optional

*Data submitted by local authority

Municipal Boundary Attribute Table

Field Name	Description	Type	Example	Data Entry
MunicipalName	Municipal Boundary Name	Text	SAINT PAULS	Required
Alias	Alternative spelling of the municipal name	Text	St. Pauls	Required
FIPS Code	7-digit FIPS code (2 digit state 5 digit town)	Text	3758720	Required
Census Type	Description of place type (Town, City, Village, etc.)	Text	Town	Required
OriginalSource	Original source of statewide municipal boundary shape	Text	Local data	Required
Incorporation	Year of municipality incorporation	Date	1909	Required
TownCode	4 digit code	Text	0639	Required
LastUpdate	Last date the border was edited at the state - this will be sometime in 2021 for everything to begin	Date	7/1/2021	Updated yearly
SOSApproved	Date the SOS Office last approved the municipality shape. This date should be soon after the last updated date.	Date	8/1/2021	Updated yearly
LocalApproved	Date the municipality last approved the municipality shape. This date should be soon after the last updated date.	Date	1/1/2022	Updated yearly
DOTApproved	Date DOT last approved the municipality shape. This date should be soon after the last updated date.	Date	8/2/2021	Updated yearly
County	County name in caps	Text	ROBESON	Required
Unincorporation	Date the municipality was unincorporated	Date	12/1/2025	optional