



2017 ANNEXATION SCHEDULE-GUIDE FOR DEVELOPMENT PROJECTS

Town of Apex, North Carolina

(1) Initial Submittal Date <i>No later than 12 p.m.</i>	(2) Staff Reviews Petition and Associated Documents Comments sent to surveyor	(3) Mylars due to Planning Department <i>No later than 12 p.m.</i>	(4) Deputy Town Clerk Prepares Agenda Item by Noon	(5) Town Council to set Public Hearing	(6) Town Clerk Reviews Annexation for Sufficiency	(7) Published notice posted by Town Clerk to Town's Website	(8) Deputy Town Clerk Prepares Agenda Item by Noon	(9) Town Council Meeting Public Hearing
Jan 3*	Jan 3-18	Jan 23	Jan 31	Feb 7	Feb 7-8	Feb 8	Feb 14	Feb 21
Feb 1	Feb 1-15	Feb 20	Feb 28	Mar 7	Mar 7-8	Mar 8	Mar 14	Mar 21
Mar 1	Mar 1-15	Mar 20	Mar 28	Apr 4	Apr 4-5	Apr 5	Apr 11	Apr 18
Apr 3	Apr 3-12	Apr 17	Apr 25	May 2	May 2-3	May 3	May 9	May 16
May 1	May 1-17	May 22	May 30	June 6	June 6-7	June 7	June 13	June 20
June 1	June 1-14	June 19	June 27	June 20	June 20-Jul 5	July 5	July 11	July 18
July 3	July 3-12	July 17	July 25	Aug 1	Aug 1-2	Aug 2	Aug 8	Aug 15
Aug 1	Aug 1-16	Aug 21	Aug 29	Sept 5	Sept 5-6	Sept 6	Sep 12	Sept 19
Sept 1	Sep 1-13	Sep 18	Sep 26	Oct 3	Oct 3-4	Oct 4	Oct 10	Oct 17
Oct 2	Oct 2-18	Oct 23	Oct 31	Nov 7	Nov 7-8	Nov 8	Nov 14	Nov 21
Nov 1	Nov 1-15	Nov 20	Nov 28	Dec 5	Dec 5-6	Dec 6	Dec 11	Dec 19
Dec 1	Dec 1-6*	Dec 11*	Dec 19*	Jan 2	Jan 2-3	Jan 3	Jan 9	Jan 16

* Dates changed due to holidays/scheduling.

- (1) Applicant submits annexation petition and other required documents and fees as indicated in the attached instructions by **12 p.m.** on the date indicated above.
- (2) Staff reviews annexation petition, preliminary plat and legal description. Comments are forwarded and are to be addressed by the surveyor.
- (3) At staff's request, mylars due to Planning Department.
- (4) Deputy Town Clerk prepares staff report for Town Council Agenda; petition, legal description and mylars are forwarded to Town Clerk.
- (5) Town Council sets public hearing for the following regular meeting.
- (6) Town Clerk Certifies to the Sufficiency of the petition and prepares draft resolution to set public hearing.
- (7) Town Clerk prepares and posts legal advertisement of the public hearing for the next meeting.
- (8) Deputy Town Clerk prepares staff report for presentation to Town Council.
- (9) Town Council final decision.

NOTE: Item #'s 4-9 may be delayed in order to follow the associated development submittal schedule (if the property is located outside of Apex's jurisdictional boundary); both the annexation and development (site plan, rezoning, etc.) will go before Council at the same meeting.