

PETITION FOR VOLUNTARY ANNEXATION

Town of Apex, North Carolina



ANNEXATION PETITION SUBMISSION:

Applications are due by 12:00 pm on the first business day of each month. See the "[Annexation Petition Schedule](#)" on the website for details.

ANNEXATION FEE: \$200.00

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. The petition need not be signed by the owners of real property that is wholly exempt from property

taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations.

Hard Copy Submittal Requirements:

- Town of Apex Petition for Annexation
- Petition Fee

Electronic Submittal Requirements:

- Electronic plat submittal (18" x 24") through IDT Plans [Click here to access IDT Plans Website](#)
- Legal Description (metes and bounds)

Review and Approval Process:

REVIEW BY STAFF: The Planning and Public Works Departments review the annexation submission. Comments will be sent to the applicant via email.

DESIGNATION OF ANNEXATION NUMBER: The application is assigned an annexation number once the annexation petition is received.

ANNEXATION PLAT SUBMISSION: After the map and legal description are deemed sufficient by the Town of Apex, the applicant is required to submit three (3) Mylar annexation plats to the Planning Department by the due date on the attached Annexation Schedule.

1ST TOWN COUNCIL MEETING: The Town Council Meeting is typically held the first Tuesday of each month. The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.

LEGAL ADVERTISEMENT: A legal advertisement will be published on the Town of Apex's website no more than 25 days and no less than 10 days prior to the date of the public hearing.

2ND TOWN COUNCIL MEETING/PUBLIC HEARING: The Town Council Meeting is typically held the third Tuesday of each month. The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Apex.

RECORDATION: If the annexation is approved by the Town Council, the Town Clerk will have the Annexation Plats recorded at the Wake County Register of Deeds. Wake County will keep one of the recorded plats, one copy will be returned to the Planning Department and the surveying company is given the remaining recorded Annexation Plat.

VOLUNTARY ANNEXATION PROCESS INFORMATION

FOR WELL AND/OR SEPTIC FAILURES:

If the purpose of the petition is a connection to public water and/or sewer, contact Public Works Director David Hughes at 919-249-3414 or david.hughes@apexnc.org to confirm that public water and/or sewer is available to the property. In order to receive public water and/or sewer services from the Town of Apex, refer to the checklist of items below to assist with obtaining one or both of these services:

- Apply for a plumbing permit with the Building Inspections Division, located on the 1st Floor of Town Hall.
- The plumbing permit and associated costs for water and/or sewer will be included with the permit.

Below is an **example** for a property in the **RA** zoning district:

Water acreage fee (1/2 the gross acre rate)	\$1,435.00
Sewer acreage fee (1/2 the gross acre rate)	\$1,435.00
Water capacity fee	\$3,141.00
Sewer capacity fee	\$3,141.00
Water meter	\$215.00
Plumbing permit	+ \$75.00
Total Estimate	\$9,402.00

WATER & SEWER ACREAGE FEES

ZONING DISTRICT	PER GROSS ACRE	ZONING DISTRICT	PER GROSS ACRE
CB (Conservation Buffer)	\$ 2,570.00	B1 (Neighborhood Business)	\$ 4,870.00
RA (Residential Agricultural)	\$ 2,870.00	B2 (Downtown Business)	\$ 5,340.00
RR (Rural Residential)	\$ 2,870.00	PC (Planned Commercial)	\$ 4,870.00
LD (Low Density Residential)	\$ 3,180.00	MORR (Mixed Office, Residential, Retail)	\$ 5,180.00
MD (Medium Density Residential)	\$ 3,830.00	MEC (Major Employment Center)	\$ 4,870.00
HDSF (High Density Residential Single-Family)	\$ 4,480.00	LI (Light Industrial)	\$ 5,880.00
HDMF (High Density Residential Multi-Family)	\$ 4,580.00	TF (Tech/Flex)	\$ 5,100.00
MH (Manufactured Housing Residential)	\$ 3,830.00	PUD (Planned Unit Development)	\$ 4,480.00
MHP (Mobile Home Park)	\$ 3,830.00	SD (Sustainable Development)	\$ 5,410.00
O&I (Office & Institutional)	\$ 4,870.00	TND (Traditional Neighborhood District)	\$ 4,480.00

VOLUNTARY ANNEXATION PROCESS INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: _____
Fee Paid \$ _____ Check # _____

STATE OF NORTH CAROLINA

COUNTY OF WAKE

TO THE TOWN COUNCIL OF APEX, NORTH CAROLINA

1. We, the undersigned owners of real property, respectfully request that the area described in Part 4 below be annexed to the Town of Apex, Wake County, North Carolina.
2. The area to be annexed is ___ contiguous, ___ non-contiguous (satellite) to the Town of Apex, North Carolina and the boundaries are as contained in the metes and bounds description attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.

Name(s) of Property Owner(s)

Telephone Number

Deed Book & Page or PIN# of Property
to be Annexed

PLEASE PRINT

PLEASE PRINT

PLEASE PRINT

Total Acreage to be annexed: _____ **Existing housing units:** _____

Population of acreage to be annexed: _____ **Zoning District*:** _____

Reason for annexation: _____ Receive Town Services

_____ Other (please specify) _____

*If the property to be annexed is not within the Town of Apex's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish an Apex zoning designation. Please contact the Planning Department for questions.

PETITION FOR VOLUNTARY ANNEXATION-SIGNATURE PAGES

Application #: _____ Submittal Date: _____

COMPLETE IF PROPERTY IS OWNED BY INDIVIDUAL(S):

All individual owners must sign. (If additional signatures are necessary, please attach an additional sheet.)

Please Print

Signature

Please Print

Signature

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County,
this the _____ day of _____, 20____.

Notary Public

SEAL

My Commission Expires: _____

COMPLETE IF A CORPORATION:

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its
Secretary by order of its Board of Directors, this the _____ day of _____, 20____.

Corporate Name _____

SEAL

By: _____

Attest:

President (Signature)

Secretary (Signature)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County,
this the _____ day of _____, 20____.

Notary Public

SEAL

My Commission Expires: _____

PETITION FOR VOLUNTARY ANNEXATION-SIGNATURE PAGES

Application #: _____

Submittal Date: _____

COMPLETE IF A LIMITED LIABILITY COMPANY:

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Limited Liability Company _____

By: _____
Signature of Member/Manager

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public

SEAL

My Commission Expires: _____

COMPLETE IF A PARTNERSHIP

In witness whereof, _____, a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Partnership _____

By: _____
Signature of General Partner

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public

SEAL

My Commission Expires: _____

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

Common Acronyms/Definitions			
IDT Website	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual
Town Contact Information			
Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-1166
Parks & Recreation Department	(919) 249-7468	Electric Utilities Division	(919) 249-3342
Transportation Engineer	(919) 249-3358	Utility Engineering/Stormwater	(919) 249-3413

#	REQUIRED PLAT ITEMS
1	The exact boundary lines of the area to be annexed fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
2	Any utility easements with metes and bounds.
3	Accurate locations and descriptions of all monuments, markers, and control points.
4	Ultimate right-of-way widths on all streets.
5	Entitle "ANNEXATION MAP for the TOWN OF APEX" or "SATELLITE ANNEXATION MAP for the TOWN OF APEX", as appropriate.
6	Name of property owner.
7	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
8	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale; and declination.
9	Names of the township, county, and state.
10	A detailed vicinity map.
11	Include address of property if assigned.
12	Show all contiguous or non-contiguous town limits.
13	<p>The following certification must be placed on the map near a border to allow the map to be sealed:</p> <p>Annexation # _____</p> <p style="padding-left: 40px;">I, Donna B. Hosch, CMC, NCCMC, Town Clerk, Apex, North Carolina certify this a true and exact map of annexation adopted the _____ day of _____, 20____, by the Town Council. I set my hand and seal of the Town of Apex, _____</p> <p style="text-align: center;">Day/Month/Year</p> <p style="text-align: right; margin-right: 100px;">_____ Donna B. Hosch, CMC, NCCMC, Town Clerk -Seal-</p>
14	Leave 2 inch by 2 inch space for the Wake County Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.

AGENT AUTHORIZATION FORM

Application #: _____ Submittal Date: _____

_____ is the owner of the property for which the attached application is being submitted:

- Land Use Amendment
- Rezoning
- Site Plan
- Subdivision
- Variance
- Other: _____

The property is located at: _____

The agent for this project is: _____

I am the owner of the property and will be acting as my own agent

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature(s) of Owner(s)

_____ Type or print name

_____ Type or print name

_____ Type or print name

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**