



2016 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	(3) Mylars due to Planning Department <i>No later than 12 p.m.</i>	(4) Deputy Town Clerk Prepares Staff Report 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 Staff Report by Noon	(9) Town Council Meeting Public Hearing
Apr 4	Apr 4-17	Apr 20	Apr 26	May 3	May 3-4	May 4-17	May 10	May 17
May 2	May 2-15	May 18	May 31	Jun 7	Jun 7-8	Jun 8-21	Jun 14	Jun 21
June 6	June 6-12	Jun 15	Jun 28	Jul 5	Jul 5-6	Jul 6-19	Jul 12	Jul 19
July 1	July 5-17	Jul 20	Jul 26	Aug 2	Aug 2-3	Aug 3-16	Aug 9	Aug 16
Aug 1	Aug 1-14	Aug 17	Aug 30	Sept 6	Sept 6-7	Sep 7-20	Sep 13	Sept 20
Sept 1	Sep 6-11	Sep 14	Sep 27	Oct 4	Oct 4-5	Oct 5-18	Oct 11	Oct 18
Oct 3	Oct 3-16	Oct 19	Oct 25	Nov 1	Nov 1-2	Nov 2-15	Nov 8	Nov 15
Nov 1	Nov 1-14	Nov 16	Nov 29	Dec 6	Dec 6-7	Dec 7-20	Dec 13	Dec 20
Dec 1	Dec 5-12	Dec 14	Dec 28*	Jan 3, 2017	Jan 3-4 2017	Jan 4-17,2017	Jan 10, 2017	Jan 17, 2017

* 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) 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 (rezoning, site plan etc.); both items will go before Council at the same meeting.