



2020 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 12:00 p.m.	(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 12:00 p.m.	(9) Town Council Meeting 6:00 p.m. Public Hearing
Jan 2*	Jan 2-17	Jan 21*	Jan 28	Feb 4	Feb 4-5	Feb 5-18	Feb 11	Feb 18
Feb 3	Feb 3-14	Feb 17	Feb 25	Mar 4	Mar 4-5	Mar 5-17	Mar 10	Mar 17
Mar 2	Mar 2-13	Mar 16	Mar 31	Apr 7	Apr 7-8	Apr 8-21	Apr 14	Apr 21
Apr 1	Apr 1-17	Apr 20	Apr 28	May 5	May 5-6	May 6-19	May 12	May 19
May 1	May 1-15	May 18	May 26	June 2	June 2-3	June 2-16	June 9	June 16
June 1	June 1-19	June 22	June 30	July 21	July 21-22	July 22-Aug 4	July 28	Aug 4
July 1	July 1-17	July 20	July 28	Aug 4	Aug 4-5	Aug 5-18	Aug 11	Aug 18
Aug 3	Aug 3-14	Aug 17	Aug 25	Sept 1	Sept 1-2	Sept 2-15	Sept 8	Sept 15
Sept 1	Sept 1-11	Sept 14	Sept 29	Oct 6	Oct 6-7	Oct 7-20	Oct 13	Oct 20
Oct 1	Oct 1-16	Oct 19	Oct 27	Nov 4	Nov 4-5	Nov 5-17	Nov 10	Nov 17
Nov 2	Nov 1-13	Nov 16	Nov 24	Dec 1	Dec 1-2	Dec 1-15	Dec 8	Dec 15
Dec 1	Dec 1-18	Dec 21	Dec 29	Jan 12	Jan 12-13	Jan 13-26	Jan 19	Jan 26

* 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.