



# 2025 ANNEXATION SCHEDULE

Town of Apex, North Carolina

(1) Initial Submittal Date  <i>Due 12:00 p.m.</i>	(2) Planning Staff Reviews Petition and Associated Documents  Comments sent to surveyor	(3) Resubmittal Date for Revised Documents  <i>Due 12:00 p.m.</i>	(4) Planning Staff Reviews Revised Documents  Comments sent to surveyor	(5) Deadline to Provide Mylars to Planning Department  <i>Due 12:00 p.m.</i>	(6) Town Council to Set Public Hearing	(7) Town Council Meeting  6:00 p.m.	(8) Clerk's Office Records at Register of Deeds
Jan 2*	Jan 2*-17	Feb 7	Feb 7-21	Feb 21	Mar 11	Mar 25	Apr 25
Feb 3	Feb 3-21	Mar 7	Mar 7-21	Mar 21	Apr 8	Apr 22	May 22
Mar 3	Mar 3-21	Apr 4	Apr 4-17*	Apr 25	May 13	May 27	June 27
Apr 1	Apr 1-17*	May 2	May 2-16	May 23	June 10	June 24	July 24
May 1	May 1-16	June 6	June 6-20	June 6	June 24	Aug 12*	Sept 12
June 2	June 2-20	July 3*	July 11-18	July 25	Aug 12	Aug 26	Sept 26
July 1	July 1-18	Aug 8	Aug 1-22	Aug 22	Sept 9	Sept 23	Oct 23
Aug 1	Aug 1-22	Sept 5	Sept 2*-19	Sept 26	Oct 14	Oct 28	Nov 26*
Sept 2*	Sept 2*-19	Oct 3	Oct 1-17	Oct 24	Nov 13*	Dec 9*	Jan 9*
Oct 1	Oct 1-17	Nov 3*	Nov 3-14*	Nov 21	Dec 9	Jan 13*	Feb 13
Nov 3	Nov 3-14*	Dec 1*	Dec 1-12*	Dec 23*	Jan 13	Jan 27	Feb 27
Dec 1	Dec 1-12*	Jan 2*	Jan 2-16	Jan 23	Feb 10	Feb 24	Mar 24

\*Dates changed due to holidays/scheduling.

- (1) Applicant submits annexation petition and other required documents and fees as indicated in the attached instructions by **12:00 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) Applicant resubmits revised documents and responses to staff comments.
- (4) Staff reviews annexation petition, preliminary plat, and legal description. Comments are forwarded and are to be addressed by the surveyor.
- (5) At staff's request, Mylar plats are due to the Planning Department.  
Staff then forwards petition, legal description, and Mylar plats to Town Clerk.
- (6) Town Council sets public hearing for the following regular meeting.
- (7) Town Council public hearing and final decision.
- (8) The approved ordinance and plat are recorded with the Register of Deeds and the Secretary of State no later than 30 days following the effective date of the annexation.

**NOTE:** Items 4–8 may be delayed in order to follow the associated rezoning or Planned Development submittal schedule (if the property is located outside of Apex's jurisdictional boundary). Both the annexation and rezoning will go before Town Council at the same meeting.