

ANNEXATION PETITION PROCESS



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COMPLETE APPLICATION: The applicant must submit the following items to the Planning Department:

- Town of Apex Petition for Annexation with original signatures – via USPS or hand delivered.
- Petition Submittal Fee (see Fee Schedule) – via USPS or hand delivered.
- Electronic plat submittal (18” x 24”) through IDT Plans
- One (1) electronic Annexation Map Checklist
- One (1) electronic Legal description (written metes and bounds)

REVIEW BY STAFF: The planning and public works staff reviews the annexation submission. Comments will be reviewed with the applicant.

DESIGNATION OF ANNEXATION NUMBER: After revisions are made and plat is sufficient, the application is assigned an annexation number.

ANNEXATION PLAT SUBMISSION: After the paper map and legal description are deemed sufficient by the Town of Apex, then the applicant should submit three (3) mylar annexation plats to the Planning Department.

TOWN COUNCIL MEETING: The Town Council Meeting is typically held the first and third 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.

PUBLIC HEARING/TOWN COUNCIL MEETING: The Town Council Meeting is typically held the first and third Tuesday of each month. At the public hearing 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 of the recorded Annexation Plat will be returned to the Planning Department. The surveying company, which created the annexation plat, is given the remaining recorded Annexation Plat.

PETITION FOR ANNEXATION

Town of Apex - Page Two

Annexation Petition # _____

COMPLETE IF PROPERTY IS OWNED BY INDIVIDUAL (S). BOTH HUSBAND & WIFE MUST SIGN. (If additional signatures are necessary, please attach an additional sheet)

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public of said County do hereby certify that _____, _____, Owners, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this the _____ day of _____, 20____.

_____ (Notary Public)

My Commission Expires: _____ (SEAL-STAMP)

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____.

(SEAL)

_____ Corporate Name

BY: _____
President (Signature)

ATTEST:

Secretary (Signature)

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that he/she is the Secretary of _____, a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its President, sealed with its corporate seal and attested by him/her as its Secretary.

Witness my hand and official seal or seal, this the _____ day of _____, 20____.

_____ (Notary Public)

My Commission Expires: _____ (SEAL-STAMP)

PETITION FOR ANNEXATION

Town of Apex - Page Three

Annexation Petition # _____

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 CAROLINA, COUNTY OF _____

I, _____, a Notary Public of the county and state aforesaid, certify that _____ came before me this day and acknowledged that he/she is a _____ of _____, a limited liability company and as such is duly authorized to execute the foregoing instrument on behalf of said limited liability company and acknowledge on behalf of _____ the due execution of the foregoing instrument.

Witness my hand and official seal or stamp, this the _____ day of _____, 20____.

(Notary Public)
(SEAL-STAMP)

My Commission Expires: _____

COMPLETE IF A PARTNERSHIP

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

Name of Partnership
BY: _____
General Partner (Signature)

STATE OF NORTH CAROLINA, COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that _____ came before me this day and acknowledged that he/she is a general partner of _____, a co-partnership and as such is duly authorized to execute the foregoing instrument on behalf of said partnership and acknowledge on behalf _____ the due execution of the foregoing instrument.

Witness my hand and official seal or stamp, this the _____ day of _____, 20____.

(Notary Public)
(SEAL-STAMP)

My Commission Expires: _____

ANNEXATION MAP CHECKLIST

THIS CHECKLIST IS FOR THE APPLICANT AND PLANNING DEPARTMENT STAFF USE TO ENSURE THE ITEMS BELOW ARE ACCURATE AND INCLUDED ON THE ANNEXATION MAP

Submit one (1) 18" x 24" electronic copy and one (1) written legal description with metes and bounds (through IDT Plans).

Information to be included on the map:

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 (see attached Right-of-Way Drawing).
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. ___ The following certification must be placed on the map near a border to allow the map to be sealed:

Annexation # _____

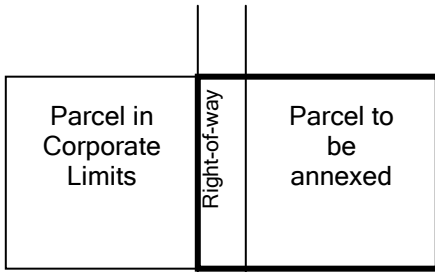
**I, Georgia A. Evangelist, MMC, Town Clerk, Apex, North Carolina certify this a true and exact map of annexation adopted the ___ day of _____, _____, by the Town Council. I set my hand and seal of the Town of Apex, 00/ 00/ 0000
Day/Month/Year**

Georgia A. Evangelist, MMC, Town Clerk
-Seal-

9. ___ Date of the survey and map preparation; a north arrow indicating whether true north or magnetic, and graphic scale; declination
10. ___ Names of the township, county, and state
11. ___ A detailed vicinity map
12. ___ Any other information considered by the town, surveyor, engineer or owner pertinent to the submission of the map.
13. ___ Include address range for subject property
14. ___ If contiguous to town limits, include all separating areas i.e. right-of-ways for streets, railroads, and other areas as stated in G.S. 160-31 (f), unless otherwise stated in the annexation amendment.
15. ___ Show all contiguous or non-contiguous town limits.

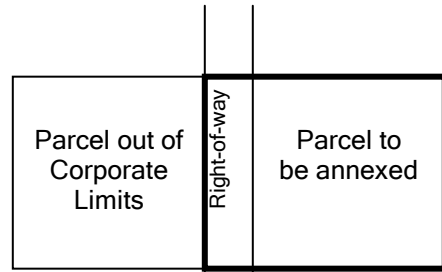
ANNEXATION MAP CHECKLIST

Appropriate



The full right-of-way should be included with the annexation.

Inappropriate



Right-of-way must be fully annexed, only if both sides have been, or are proposed to be annexed. If unsure, please contact the Planning Department to determine whether the surrounding parcels are in or out of the corporate limits.

Appropriate

