

APPLICATION FOR ANNEXATION

THE PROCESS:

1. Application, 11" x 17" map of proposed annexation, one paper copy of survey map (for review prior to printing mylars) and all required information (see checklist) must be submitted. Once paper copy of survey map is reviewed, mylars can be submitted with owner's signature. Incomplete application packages or inaccurate information will delay or prevent processing and review.
2. Planning Staff will review the application package for sufficiency. If annexation is proposed with public water only, an annexation agreement will be provided for signature by applicant.
3. Annexation package is then forwarded to the Town Clerk for review. Town Clerk will place Annexation case on Town Board agenda for next available regular meeting, requesting the Town Board to investigate the sufficiency of the petition.
4. Town Clerk presents Certificate of Sufficiency to Town Board and recommends setting a public hearing at next regularly scheduled meeting.
5. After hearing the Certificate of Sufficiency, the Town Board adopts a resolution setting a public hearing at next available regularly scheduled Town Board meeting.
6. Public Hearing is held as advertised.
7. Annexation Ordinance may be adopted; usually at the next regular meeting, which is the first Monday of the month – approximately 13 days after the hearing. This will take a minimum of 30 days from the receipt of Application for Annexation.
8. Town Clerk notifies required agencies of approved annexation.
9. Applicant will be notified when mylars have been signed by Staff. Once signed, Staff records mylars at the Wake County Register of Deeds.

SUBMITTAL CHECKLIST:

- One (1) completed Application for Annexation with original signatures, completed in ink (no copies or faxes)
- Application for Annexation Fee: \$200
- 16 paper copies (FOLDED to an approximate 8.5" x 11" size), three (3) mylars, and one (1) 11" x17" copy of property proposed for annexation showing:
 - The property in relation to the contiguous corporate limits of the Town. If the petition is for a non-contiguous annexation the distance from the contiguous corporate limits must be shown.
 - Identify the book and page number for recorded annexations, including adjacent properties currently annexed and/or the point of contiguous corporate limits used to calculate a distance
 - Boundary shall be shown to the centerline of the adjacent right-of-way.
 - Wake County PIN number(s)
- One (1) copy of the recorded deed to the property showing current owner(s)
- Metes and bound description of property with total acres to be annexed prepared by a registered land surveyor, submitted as a Microsoft Word document.
- Annexation agreement, if applicable
 - A signed annexation agreement shall be submitted where public sewer is not requested.
- Statement of vested rights, if applicable
- If the requested annexation is outside the ETJ, the annexation petition must be accompanied by an Application for Zoning Map Amendment.

APPLICATION FOR ANNEXATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

WAKE COUNTY PIN: _____

ANNEXATION TYPE

ANNEXATION WITH PUBLIC WATER & SEWER

ANNEXATION WITH PUBLIC WATER ONLY

PRIMARY CONTACT: _____

EMAIL ADDRESS: _____ PHONE: _____

SURVEYOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

PROPERTY OWNER/DEVELOPER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

1. I/We the undersigned owners of real property respectfully request that the area, as referenced by the attached survey map and metes and bounds description, be annexed into the Town of Fuquay-Varina, North Carolina.
2. The area to be annexed is contiguous, non-contiguous to the Town of Fuquay-Varina.
(If contiguous, this annexation will include all intervening rights-of-way for streets, railroads and other areas as stated in G.S. 160-31(f).)
3. If applicable, I/We the undersigned owners of real property acknowledge and accept the provision that the Town of Fuquay-Varina will provide the property such municipal services it presently provides other lands within its corporate limits, except sewer services (inasmuch as the land is not within a reasonable proximity to the Town sewer lines and the drainage basin for the property makes the provision of sewer services financially impracticable).
4. If applicable, have vested rights been established with regard to this property under N.C.G.S. 160A-385.1 or G.S. 153A-344.1 (If "yes", proof of vested rights must be attached.)? Yes No
5. We hereby certify that all information given with regard to this property is true and accurate to the best of my/our knowledge and is signed by all owners of the property being petitioned for annexation. Attached is the applicable signature page:

Individual(s) Corporation Partnership LLC

TOWN USE ONLY:

Tracking # _____

Rec'd by _____

APPLICATION FOR ANNEXATION

Complete this page if property owned by INDIVIDUAL(S)

(All owners must sign if property is owned jointly and all signatures must be the same as those that appear on recorded deed.)

PETITIONED PROPERTY PIN #: _____

PROPERTY OWNER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS: _____ PHONE: _____
SIGNATURE: _____

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

PROPERTY OWNER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS: _____ PHONE: _____
SIGNATURE: _____

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

APPLICATION FOR ANNEXATION

Complete this page if property owned by CORPORATION

PETITIONED PROPERTY PIN #: _____

The area to be annexed is owned by the following corporation and is registered with the State of North Carolina.

CORPORATION ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

CORPORATION NAME (PRINT): _____
PRESIDENT'S NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS: _____ PHONE: _____
SIGNATURE: _____

State of _____, County of _____
I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

CORPORATION NAME (PRINT): _____
SECRETARY'S NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL ADDRESS: _____ PHONE: _____
SIGNATURE: _____

State of _____, County of _____
I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

APPLICATION FOR ANNEXATION

Complete this page if property is owned by a LIMITED LIABILITY CORPORATION

PETITIONED PROPERTY PIN #: _____

LIMITED LIABILITY CORPORATION: _____

LLC MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MANAGER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____

COMPANY SEAL:

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

My commission expires _____, 20_____.

(SEAL)

Notary Public

APPLICATION FOR ANNEXATION

Complete this page if property is owned by a PARTNERSHIP

PETITIONED PROPERTY PIN #: _____

(Each signature must be notarized below)

PARTNERSHIP MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PARTNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

My commission expires _____, 20_____.

(SEAL)

Notary Public

PARTNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____

State of _____, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

My commission expires _____, 20_____.

(SEAL)

Notary Public

APPLICATION FOR ANNEXATION

Complete is property if owned by a PARTNERSHIP (Continued)

PARTNER NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
EMAIL ADDRESS: _____ **PHONE:** _____
SIGNATURE: _____

State of _____, County of _____
I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

PARTNER NAME: _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
EMAIL ADDRESS: _____ **PHONE:** _____
SIGNATURE: _____

State of _____, County of _____
I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 20____.
My commission expires _____, 20_____.

(SEAL)
Notary Public

(ATTACH ADDITIONAL NOTARIES FOR EACH PARTNER)