



# TOWN OF FUQUAY-VARINA

401 Old Honeycutt Road

Fuquay-Varina, NC 27526

Town Clerk: (919) 552-1403

Planning Dept: (919) 552-1429

## PROCEDURE FOR ANNEXATION PETITION

### THE PROCESS:

*(Time Frame—minimum of 65 days)*

1. Petition and all required information (see check-list) must be submitted to Town Clerk at least seven (7) calendar days before next regular Town Board meeting, which is held the 1st Monday of each month.
2. Petition placed on Town Board agenda for next available regular meeting – 1st Monday of each month.
3. Town Board may then direct the Town Clerk to investigate the sufficiency of the petition.
4. Town Clerk investigates, and if all is in order, presents Certificate of Sufficiency to Board at next regular meeting – approximately 30 days later.
5. Town Board adopts resolution setting a public hearing at next available public hearing session – usually 15 days later at the mid-month meeting falling on Tuesday after the third Monday.
6. Public Hearing held as advertised.
7. Annexation Ordinance may be adopted; usually at the next regular meeting, which is the first Monday night of the month – approximately 13 days after the hearing.
8. Town Clerk notifies required agencies of approved annexation.

### SUBMITTAL CHECKLIST:

- One (1) completed annexation petition (original-no faxes)**
- Annexation fee:** \$200 administration fee
- Two (2) mylar copies and sixteen (16) paper copies of survey map (FOLDED to an approximate 8.5"x11" size) of property proposed for annexation showing:**
  - The property in relationship to the primary corporate limits of the Town.  
(If the petition is for a non-contiguous annexation the distance from the primary corporate limits must be shown.)
  - County tax map/parcel number(s) and /or PIN numbers
- One (1) copy of the recorded deed to the property showing current owner(s)**
  - All owners of property being petitioned for annexation must sign the petition.  
(Signatures on petition must appear as shown on the deed)
- Attach metes and bound description**
- Statement of vested rights, if applicable**
  - Attach a letter certifying vested rights, if any, from the government entity granting the vested rights. (If you are not certain of this information, contact the Planning Department)
- Complete and attach applicable signature page** (Individual, Corporation, Partnership)



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<b>OFFICE USE ONLY:</b>	
Tracking #: ANX	_____
Receipt:	_____
Date Rec'd:	_____
Clerk Record #:	_____

**ANNEXATION PETITION**  
(where existing public water and sewer is available to serve property or the owner/developer proposes to extend water and sewer to serve the property requested for annexation)

Date: \_\_\_\_\_

**TO BOARD OF COMMISSIONERS OF THE TOWN OF FUQUAY-VARINA, NC:**

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, rail roads and other areas as stated in G.S. 160-31(f).)*
  
3. Wake County Property Identification Number(s)(PIN): \_\_\_\_\_  
\_\_\_\_\_
  
5. Have vested rights been established with regard to this property under N.C.G.S. 160A-385.1 or G.S. 153A-344.1? ( ) Yes ( ) No *If "yes", proof of vested rights must be attached.*
  
6. 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



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# PETITION FOR ANNEXATION

**Complete is property if owned by INDIVIDUAL(S).**  
*(Both husband and wife must sign if property is owned jointly and all signatures must be the same as those that appear on recorded deed)*

**Petitioned Property PIN #:** \_\_\_\_\_

1. \_\_\_\_\_  
(Signature) \_\_\_\_\_  
\_\_\_\_\_  
(Print Name) \_\_\_\_\_ (Mailing Address) \_\_\_\_\_

2. \_\_\_\_\_  
(Signature) \_\_\_\_\_  
\_\_\_\_\_  
(Print Name) \_\_\_\_\_ (Mailing Address) \_\_\_\_\_

3. \_\_\_\_\_  
(Signature) \_\_\_\_\_  
\_\_\_\_\_  
(Print Name) \_\_\_\_\_ (Mailing Address) \_\_\_\_\_

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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\_\_\_\_.

\_\_\_\_\_  
Notary Public (SEAL)

Contact Name and Phone Number: \_\_\_\_\_



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## PETITION FOR ANNEXATION

**Complete if property is owned by CORPORATION.**

**Petitioned Property PIN #:** \_\_\_\_\_

The area to be annexed is owned by \_\_\_\_\_  
Corporation Name (Please Print)

and is properly registered with the State of North Carolina.

The President is \_\_\_\_\_ and  
(Print Name)

the Secretary is: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(President's Signature) (Date)

\_\_\_\_\_  
(Secretary's Signature) (Date)

\_\_\_\_\_  
(Corporation Mailing Address) (CORPORATE SEAL)

I, \_\_\_\_\_, A Notary Public for said County and State, do hereby certify that  
\_\_\_\_\_, a partner in \_\_\_\_\_ personally appeared be-  
fore me this day and acknowledged that he/she is \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, and acknowledged the due execution of the foregoing instrument.

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

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public (SEAL)

Contact Name and Phone Number: \_\_\_\_\_



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# PETITION FOR ANNEXATION

**Complete if property is owned by a LIMITED LIABILITY CORPORATION.**

**Petitioned Property PIN #:** \_\_\_\_\_

The area to be annexed is owned by the Limited Liability Corporation \_\_\_\_\_  
(Print LLC Name)  
of which agrees to this petition.

\_\_\_\_\_  
(Print Manager's Name) (Signature) (Date)

\_\_\_\_\_  
(Company Seal)

\_\_\_\_\_  
(Mailing Address)



State of \_\_\_\_\_, County of \_\_\_\_\_

I, \_\_\_\_\_, A Notary Public for said County and State, do hereby certify that  
\_\_\_\_\_, a manager for \_\_\_\_\_, a limited  
liability company, personally appeared before me this day and acknowledged the due execution of the foregoing  
instrument on behalf of the partnership.

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

My commission expires \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public



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PETITION FOR ANNEXATION

Complete if property is owned by a PARTNERSHIP

Petitioned Property PIN #: \_\_\_\_\_

The area to be annexed is owned by the partnership \_\_\_\_\_
(Print Partnership Name)
of which all partners agree to this petition. (each signature must be notarized as below)

Table with 3 columns: (Print Partner Name), (Signature), (Date). Multiple rows for partner signatures.

(Mailing Address)

(ATTACH ADDITIONAL NOTARIES FOR EACH PARTNER)

State of \_\_\_\_\_, County of \_\_\_\_\_

I, \_\_\_\_\_, A Notary Public for said County and State, do hereby certify that
\_\_\_\_\_, a partner in \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the partnership.

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

My commission expires \_\_\_\_\_, 20\_\_.

\_\_\_\_\_, Notary Public (SEAL)

Contact Name and Phone Number: \_\_\_\_\_