

APPLICATION FOR ANNEXATION

THE PROCESS:

1. A pre-submittal meeting held with Town staff.
2. 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 the paper copy of the 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.
3. 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.
4. 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.
5. Town Clerk presents Certificate of Sufficiency to Town Board and recommends setting a public hearing at next regularly scheduled meeting.
6. After hearing the Certificate of Sufficiency, the Town Board adopts a resolution setting a legislative hearing at next available regularly scheduled Town Board meeting.
7. Legislative Hearing is held as advertised.
8. If the annexation is approved, the Town Clerk will notify the required agencies of approval.
9. The mylars will then be signed by required parties. The applicant will be notified when mylars have been signed. 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
- 10 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). Properties touching satellite corporate limits are not considered contiguous.)
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. Gen. Stat. 160D-108 *(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
6. Fire flow at the subject property(ies) is _____ gallons per minute (GPM). This is required for all annexations that precede a preliminary plat approval.
7. Residential Projects Only: Are municipal trash services available to serve the subject property?
 Yes No

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. Complete one page per property owner.

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_____.

Notary Public (SEAL)

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 COMPANY

PETITIONED PROPERTY PIN #: _____

LIMITED LIABILITY COMPANY: _____

LLC MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MANAGER'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____

COMPANY SEAL:

State of North Carolina

County of _____

I, _____, Notary Public, do hereby certify that _____ (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

(Official Seal)

Official Signature of Notary

Notary's printed or typed name

Notary Public

My commission expires: _____

APPLICATION FOR ANNEXATION

Complete this page if property is owned by a PARTNERSHIP, one page per Partner

PETITIONED PROPERTY PIN #: _____

PARTNER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ PHONE: _____

SIGNATURE: _____

State of North Carolina

County of _____

I, _____, Notary Public, do hereby certify that _____ (name of individual(s) whose acknowledgment is being taken) personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

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

(Official Seal)

Official Signature of Notary
Notary's printed or typed name
Notary Public

My commission expires: _____