

Petition for Annexation into the Raleigh City Limits



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626

Section A Submittal Checklist			
<p>Please include all of the following (check off). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:</p>			
<input type="checkbox"/>	Written metes and bounds description of the property to be annexed must be attached to this application. See page 2.		
<input type="checkbox"/>	Electronic Word document of the written metes and bounds must be e-mailed to: Sophie.Huemer@raleighnc.gov		
<input type="checkbox"/>	Survey or Plat showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.		
<input type="checkbox"/>	City or County Property Map with parcels included in the annexation request clearly marked. An excerpt of a property map is acceptable, but the map number must appear on the excerpt. This map must show the existing and proposed city limits .		
<input type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Copy of Approved Preliminary Site Plan or Final Site Plan showing City Building Permit Transaction Number or Group Housing Number (GH-_____-13, etc.) or </td> <td style="width: 50%; vertical-align: top;"> Copy of Subdivision Plat submitted for lot recording approval with City file number (S-_____-13, etc.) </td> </tr> </table>	Copy of Approved Preliminary Site Plan or Final Site Plan showing City Building Permit Transaction Number or Group Housing Number (GH-_____-13, etc.) or	Copy of Subdivision Plat submitted for lot recording approval with City file number (S-_____-13, etc.)
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<input type="checkbox"/>	Projected Market Value of Development at build-out (land and improvements).		
<input type="checkbox"/>	General Annexation Area Data: Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.		
<input type="checkbox"/>	This application form completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines noted in section B of this application , page 2.		
Required, but often missing information. Please make sure to include the following:			
<input type="checkbox"/>	Correct Parcel Identification Number(s) (PIN). Call Wake County Geographic Information Services at 919-856-6360, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for annexation is only a portion of an existing parcel.		
<input type="checkbox"/>	Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u>		
<input type="checkbox"/>	Corporate Seal for property owned by a corporation.		
<input type="checkbox"/>	Rezoning Application , if the property is currently outside Raleigh's Extraterritorial Jurisdiction .		
Optional, but necessary if petitioner desires to have development project waived from paying outside sewer connection charges prior to annexation effective date.			
<input type="checkbox"/>	Standard Payment Contract should be <u>dated, signed and notarized</u> and submitted with this application (see Section E).		

Section B Submittal Deadlines

Petitions for annexation are accepted by Planning & Development at any time. There are no fees required for submittal of an annexation petition. **The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the City Clerk.**

(The City reserves the right to make exceptions to this general processing schedule when necessary.)

Section C Summary Information / Metes and Bounds Descriptions

Development Project Name

Street Address

City of Raleigh Subdivision approval #

(S-_____ - _____) or

Building Permit Transaction #

_____ or

Group Housing #

(GH-_____ - _____ - _____)

Wake County Property Identification Number(s) list below

P.I.N.

P.I.N.

P.I.N.

P.I.N.

P.I.N.

P.I.N.

Acreage of Annexation Site

Linear Feet of Public Streets within Annexation Boundaries

Annexation site is requesting connection to City of Raleigh Water and/or Sewer

Number of proposed dwelling units

Type of Units:

Single Family _____

Townhouse _____

Condo _____

Apartment _____

Building Square Footage of Non-Residential Space

Specific proposed use (office, retail, warehouse, school, etc.)

Projected market value at build-out (land and improvements) \$

Person to contact if there are questions about the petition

Name

Address

Phone

Fax #

Email

Written metes and bounds description of property to be annexed :

Attach additional sheets if necessary. An electronic copy in word format must be e-mailed to Sophie.Huemer@raleighnc.gov

Section D Annexation Petition

State of North Carolina, County of Wake, Petition of Annexation of Property to the City of Raleigh, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section C) respectfully request the annexation of said property to the City of Raleigh, North Carolina. **The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Subdivision Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners.** The property to be annexed is:

<input type="checkbox"/>	Contiguous to the present corporate limits of the City of Raleigh, North Carolina, or
<input type="checkbox"/>	Not Contiguous to the municipal limits of the City of Raleigh, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the City of Raleigh, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967).

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? Yes No

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this _____ day of _____, 20_____ by the owners of the property described in Section C.

<p>Owner's Signature(s)</p> <p>Signature _____ Date _____</p> <p>Signature _____ Date _____</p> <p>Signature _____ Date _____</p> <p>Signature _____ Date _____</p>	<p>Corporate Seal</p>
<p>Print owner name(s) and information</p> <p>Name _____ Phone _____ Address _____</p> <p>_____</p>	

Above signature(s) attested by

Received by the City Council of Raleigh, North Carolina, this _____ day of _____, 20_____, at a Council meeting duly held.

Signature of City Clerk and Treasurer _____

Section E Standard Payment Contract

If petitioner desires to be considered for waiver of outside sewer connection fees required by Raleigh City Code Section 10-6081(c), which is generally a \$200 fee per dwelling, business, or industrial unit charged at the time sewer connection permit is issued if a property is outside the city limits, petitioner should submit the standard payment contract (see **Agreement**, pages 4-5). The project will be eligible for waiver of this sewer connection fee: (1) if corresponding petition is administratively recommended to be approved by City Council and (2) if the following payment contract has been submitted to the City with appropriate signatures.

The City

By _____ Attest _____
Ruffin L. Hall, City Manager Gail G. Smith, City Clerk

North Carolina

Wake

This is to certify that on the _____ day of _____ in the year _____, before me personally came Gail G. Smith, with whom I am personally acquainted, who, being by me duly sworn, says that she is the City Clerk and Treasurer and Ruffin L. Hall is the City Manager of the City of Raleigh, the municipal corporation described in and which executed the foregoing; that she knows the corporate seal of said municipal corporation, that the seal affixed to the foregoing instrument is said corporate seal, and the name of the municipal corporation was subscribed thereto by the said City Clerk and Treasurer and that the said corporate seal was affixed, all by order of the governing body of said municipal corporation, and that the said instrument is the act and deed of said municipal corporation.

Notary Public

Seal

Witness my hand and official seal this the _____ day
of _____ in the year _____.

Notary Public _____

My commission expires _____

Add appropriate notarized acknowledgement for owner such as individual owners, corporation owners, partnership owners, or limited liability corporation (LLC) owners.