

**ANNEXATION FEES: Effective: July 1, 2008**  
 Petitions totaling less than 3 acres - **\$50.00**  
 Petitions totaling 3+ acres - **\$200.00**

PETITION # \_\_\_\_\_  
 (for official use only)

Payment: CASH ____ CHECK ____ CREDIT CARD ____ Amount: \$ _____ HTE# _____
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## CITIZEN-INITIATED ANNEXATION PETITION

*(Please print legibly)*

**TO THE TOWN COUNCIL OF THE** Town of Cary, Wake County - North Carolina

WE THE UNDERSIGNED OWNERS of real property described in Part 2 below respectfully request that the area described in this petition be annexed and made part of the Town of Cary, North Carolina.

If this is an annexation of a parcel that is NOT CONTIGUOUS to the primary town limits ('satellite' annexation), attach a survey showing the annexation area and its relationship to the Town of Cary limits. Unless this is a satellite annexation petition, the area to be annexed is CONTIGUOUS to the Town of Cary and its boundaries.

<b>Part 1 – Property Owner Information:</b>			
<b>Owner</b> (see Part 7, note to property owners)	<b>Owner's Contact Person</b> (if different than applicant)		
Name:	Name:		
Firm:	Firm:		
Address:	Address:		
City, State, Zip:	City, State, Zip:		
Phone (area code):	Phone (area code):		
E-mail:	E-mail:		
<b>Part 2 - Parcel &amp; Owner Information</b> (continue on separate sheet (Page 5) if necessary and attach:			
Property Owner(s)	County Parcel Number(s) (10 digit)	Real Estate ID(s)	Total Deeded Acres
Name			
Address			
City, State, Zip			
Name			
Address			
City, State, Zip			
Name			
Address			
City, State, Zip			
Total aggregate <b>DEEDED</b> Acres:			

**Part 3 – Reason for Request:** (Please check ALL that apply and be specific as possible, if applicable) (attach additional pages as necessary)

- Required for Site or Subdivision Plan
- Failed well\* – require Town utilities
- Failed septic\* – require Town utilities
- Other (explain): \_\_\_\_\_

*\*for requests due to failed well/septic, please include documentation verifying such condition(s)*

**Part 4 – Location of Property:**

What is the County where the property is located?  
 WAKE: \_\_\_\_\_ CHATHAM: \_\_\_\_\_ OTHER: \_\_\_\_\_

Is the property located in Cary's Extra Territorial Jurisdiction (ETJ)? *(The ETJ represents the area beyond the Town limits where the Town has zoning and regulatory authority by law.)*  
 YES    NO

Is the property located within an existing subdivision?    YES    NO    N/A  
 If yes, name of subdivision: \_\_\_\_\_

**Part 5 – Zoning and Proposed Use:**

Current Zoning *(include any PDD or Overlay Districts as necessary):*

Existing Use:	Proposed Use:
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Is there a required survey (sealed by a registered surveyor) attached? *(required for portion of properties being annexed)*  
 YES    NO    N/A

If a metes and bounds description is required, is it attached digitally?  
 YES    NO    N/A

**Part 6 – Associated Cases:**

Is there an associated Site or Subdivision Plan?  <input type="checkbox"/> YES <input type="checkbox"/> NO	Is there an associated REZONING? <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>PLEASE note that applications requesting annexation of property AND located outside Cary's ETJ must also submit a Rezoning Application in order to establish initial Cary zoning designation upon annexation.</i>
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**Part 7. Vested Right Acknowledgement:**

Has a vested right with respect to the properties subject to this annexation petition been established under NC General Statute 160A-385.1 or 153A-344.1?  YES  NO  
*If yes, please provide proof of such vested right. If no, or if you fail to sign this statement declaring whether or not a vested right has been established, any such vested right shall be terminated.*

**Part 8 - Required Signatures - Please complete the applicable section below (A – D):**

**A. PROPERTY OWNED BY INDIVIDUALS** - All owners must sign from Part 2 above, including husband & wife, and all joint tenants. (Notary not required)

Property Owner(s) is/are \_\_\_\_\_ (please print legibly)  
\_\_\_\_\_ (please print legibly)

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**B. PROPERTY OWNED BY LIMITED LIABILITY COMPANY** - The area to be annexed is owned by a limited liability company properly registered with the State of North Carolina. If 'member managed' all members must sign. If 'manager managed,' manager must sign. (Notary not required) (continue on separate sheet if necessary and attach)

THE MANAGER IS \_\_\_\_\_ (please print legibly)

Signature of Manager \_\_\_\_\_ Date \_\_\_\_\_

Signature of Members (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

Other Member (if necessary) \_\_\_\_\_ Date \_\_\_\_\_

**C. PROPERTY OWNED BY GENERAL OR LIMITED PARTNERSHIP** – The area to be annexed is owned by a general partnership, ALL partners must sign; if owned by a limited partnership; general partner(s) must sign. (Notary not required) (continue on separate sheet if necessary and attach)

The General Partner(s) is/are \_\_\_\_\_ (please print legibly)  
\_\_\_\_\_ (please print legibly)

Signature of General Partner \_\_\_\_\_ Date \_\_\_\_\_

Signature of General Partner \_\_\_\_\_ Date \_\_\_\_\_

**D. PROPERTY OWNED BY CORPORATION** - The area to be annexed is owned by a corporation properly registered with the State of North Carolina. **(Must be notarized)**. The Corporation President and Secretary must complete the following:

The President is \_\_\_\_\_ of \_\_\_\_\_  
(Typed or Printed Name) (Typed or Printed Corporation Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

and that, The Secretary is \_\_\_\_\_  
(Typed or Printed Name)

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ COUNTY, STATE OF NORTH CAROLINA

I, \_\_\_\_\_, a Notary Public for \_\_\_\_\_ County, North Carolina, do  
(Typed or Printed Name of Notary) (County of Commission)

hereby certify that \_\_\_\_\_ and \_\_\_\_\_  
(Typed or Printed Name of President) (Typed or Printed Name of Secretary)

personally came before me this day and acknowledged that he/she is \_\_\_\_\_ and  
(Title of Corporate Officer)

that he/she is \_\_\_\_\_ of \_\_\_\_\_ and that he/she, as such,  
(Secretary of Corporation) (Corporation Name)

being authorized to do so, executed the foregoing on behalf of the corporation.

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

(Official Seal)

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

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

<b>Part 2 - Continued (if necessary):</b> <i>(Please print legibly)</i>			
<b>Property Owner(s)</b>	<b>County Parcel Number(s)(10 digit)</b>	<b>Real Estate ID(s)</b>	<b>Total Deeded Acres</b>
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
Name Address City, State, Zip			
		<b>Total DEEDED Acres (this page):</b>	

**Part 9 - General Instructions and Required Items for Annexation Petitions**  
**(Please note that incomplete petitions will be *rejected*)**

1. Items below are required when your petition is filed:

- Correct application fee for the annexation petition, per the fee amounts listed at the top of Page 1 of this application. The Town accepts cash, Visa, MasterCard, and checks, payable to *Town of Cary*.
- Appropriate County Parcel ID Number (PIN), as shown on a copy of tax bill or a complete copy of the last deed of record for EACH parcel.
- If only a *portion* of a parcel is to be annexed, a survey, sealed by a registered surveyor, **is required**. The survey **must** show the entire parcel with the portion to be annexed clearly outlined. In addition, a metes and bounds description of the annexation area **must** be submitted digitally in a Word document for the record.
- If the area proposed for annexation is an existing subdivision, **ALL** of the subdivision must be included in the petition.

2. A pre-submittal meeting is **strongly encouraged** to be held with Planning staff by contacting (919) 460-4936, and especially under the following conditions:

- If annexation parcel(s) is (are) part of a proposed site or subdivision plan, petition must be included when related applications are submitted; and/or
- If individual parcel(s) is (are) **NOT** in Cary's jurisdiction, then applicant must initiate a rezoning application in addition to the annexation petition in order to establish a base zoning in Cary; contact Planning's Zoning & Land Development division.

3. Proof of Ownership documents to be attached to the petition include:

- Copy of latest property tax bill; or
- Complete copy of the deed of record for entire parcel(s); and/or
- Wake County GIS or iMaps proof for each parcel.

4. Planning Department contacts for questions/clarifications on the citizen-initiated annexation petition process:

- Shelley Kirk (Primary) (919) 460-4936, e-mail [shelley.kirk@townofcary.org](mailto:shelley.kirk@townofcary.org)
- June Nemetz (Secondary) (919) 462-3947, e-mail [june.nemetz@townofcary.org](mailto:june.nemetz@townofcary.org)

***NOTE:** Please be aware that if the parcel(s) to be annexed is (are) adjacent to another municipality's boundary that holds an agreement with the Town of Cary, we are required to provide a 60-day notification to that Town Manager before proceeding to public hearing, thereby delaying the process accordingly.*

Updated: March 1, 2011