

ANNEXATION FEES

Petitions totaling less than 3 acres - **\$100.00**
Petitions totaling 3+ acres - **\$300.00**

PETITION # _____
(for official use only)

Payment: CASH ____ CHECK ____ CREDIT CARD ____ Amount: \$ _____ HTE# _____
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OWNER-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 part 2 of this petition, including all intervening streets, street rights-of-way, creeks, rivers, rights-of-way of any railroad or other public service corporation, or lands owned by the State of North Carolina or any of its political subdivisions (if this is a contiguous annexation), be annexed and made part of the Town of Cary, North Carolina.

The area to be annexed is

- CONTIGUOUS to the Town's primary corporate limits; or
- NOT CONTIGUOUS to the Town's primary corporate limits (see Part 8 for additional requirements)

Part 1 – Primary Contact Person's Information:			
Name	Address		
Title	City, State, Zip		
Firm	Phone (area code)		
E-mail			
Part 2 - Parcel & Owner Information <i>(continue on next page if necessary)</i>			
Property Owner(s)	County Parcel Number(s) (10 digit)	Real Estate ID(s)	Total Deeded Acres
Name			
Property Address			
Property City, State, Zip			
Mailing Address (if different)			
Mailing City, State, Zip			
Email: _____	Phone: _____		
Name			
Property Address			
Property City, State, Zip			
Mailing Address (if different)			
Mailing City, State, Zip			
Email: _____	Phone: _____		
Total aggregate DEEDED Acres:			

Part 2 - Continued (if necessary): *(Please print legibly)*

Property Owner(s)	County Parcel Number(s) (10 digit)	Real Estate ID(s)	Total Deeded Acres
Name Property Address Property City, State, Zip Mailing Address (if different) Mailing City, State, Zip Email: _____ Phone: _____			
Name Property Address Property City, State, Zip Mailing Address (if different) Mailing City, State, Zip Email: _____ Phone: _____			
Name Property Address Property City, State, Zip Mailing Address (if different) Mailing City, State, Zip Email: _____ Phone: _____			
Name Property Address Property City, State, Zip Mailing Address (if different) Mailing City, State, Zip Email: _____ Phone: _____			
Name Property Address Property City, State, Zip Mailing Address (if different) Mailing City, State, Zip Email: _____ Phone: _____			
		Total DEEDED Acres (this page):	

Part 3 – Reason for Request: (Please check ALL that apply and be specific as possible, if applicable) (attach additional pages as necessary)	
<input type="checkbox"/> Required for Site or Subdivision Plan <input type="checkbox"/> Failed well* – require Town utilities <input type="checkbox"/> Failed septic* – require Town utilities <input type="checkbox"/> Other (explain): _____ 	
<i>*for requests due to failed well/septic, please include documentation verifying such condition(s)</i>	
Part 4 – Location of Property:	
What is the County where the property is located? WAKE: _____ CHATHAM: _____	
Is the property located in Cary's Extra Territorial Jurisdiction (ETJ)? <i>(The ETJ represents the area beyond the Town limits where the Town has zoning and regulatory authority by law.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
Is the property located within an existing subdivision? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A If yes, name of subdivision: _____	
Part 5 – Zoning and Proposed Use:	
Current Zoning <i>(include any PDD or Overlay Districts as necessary):</i> _____	
Existing Use:	Proposed Use:
A survey is required survey (sealed by a registered surveyor) attached? <i>(required for all properties being annexed)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
A metes and bounds description is required, is it <u>attached digitally</u> ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
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>

Part 7 - 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) (continue on separate sheet if necessary and attach).

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

Property Owner Printed Name _____

Property Owner Signature _____ Date _____

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.

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,' all managers must sign. **(Must be notarized)**. (continue on separate sheet if necessary and attach)

Manager-Managed

Manager(s) is/are:

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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.

Member-Managed

Member(s) is/are:

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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 member/manager is a corporation, see next page

If member/manager is an individual:

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public, certify that _____
(Name of Notary)

personally came before me this day and acknowledged that he/she is Member / Manager of
(Circle One)

_____, LLC and that he/she, as Member / Manager
(Name) (Circle One)

_____, LLC and that he/she, as Member / Manager, being authorized voluntarily executed the
(Name of LLC) (Circle One)

foregoing on behalf of said limited liability company for the purposes stated therein.

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

[OFFICIAL SEAL]

Notary Public

Printed Name of Notary Public

My Commission expires: _____

If member/manager is a corporation:

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public, certify that _____
(Name of Notary) (Name)

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

of _____, which is a, (Member / Manager) of
(Name of Corporation) (Circle One)

_____, and that he/she, as
(Name of LLC)

_____ of _____, (Member / Manager) of
(Title of Corporate Officer) (Name of Corporation) (Circle One)

_____, being authorized to do so, voluntarily executed the foregoing on
(Name of LLC)

behalf of said limited liability company for the purposes stated therein.

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

[OFFICIAL SEAL]

Notary Public

Printed Name of Notary Public

My Commission expires: _____

C. PROPERTY OWNED BY GENERAL PARTNERSHIP, LIMITED PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP – The area to be annexed is owned by a partnership, ALL general partner(s) must sign. **(Must be notarized).** (continue on separate sheet if necessary and attach).

The General Partner(s) is/are:

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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.

Printed Name _____

Signature _____ Date _____

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.

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public, certify that _____
(Name of Notary) (Name)

personally came before me this day and acknowledged that he/she is the General Partner of

_____, and that he/she, as General Partner, being authorized
(Name of Partnership)

to do so, voluntarily executed the foregoing on behalf of said entity for the purposes stated therein.

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

[OFFICIAL SEAL]

Notary Public

Printed Name of Notary Public

My Commission expires: _____

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 President/Vice President is _____ of _____
(Typed or Printed Name) (Typed or Printed Corporation Name)

Signature _____ Date _____

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.

STATE OF _____

COUNTY OF _____

I, _____, a Notary Public, do hereby certify that _____
(Name of Notary) (Name of President/Vice President)

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

of _____ and that he/she as _____
(Corporation Name) (Title of Corporate Officer)

being authorized to do so, voluntarily executed the foregoing on behalf of said corporation for the purposes stated therein.

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

[OFFICIAL SEAL]

Notary Public

Printed Name of Notary Public

My Commission expires _____

Part 8 - 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.
- A survey, sealed by a registered surveyor, **is required for all annexations**. The survey **must** show the entire parcel 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 not contiguous to the town's primary corporate limits, a survey, sealed by a registered surveyor, **is required**. The survey **must** show the entire parcel with the portion to be annexed clearly outlined, and must show its relation to the primary corporate limits. 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 not contiguous to the town's primary corporate limits **AND** is within an existing subdivision, ALL lots within 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 extraterritorial 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 Administration 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).

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

- Florence Allen (919) 460-4936, email florence.allen@townofcary.org
- Ann Lepore (919) 462-3947, email ann.leopre@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.