

# Petition for Annexation into Raleigh City Limits

Planning and Development Department • One Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2682



Section A Submittal Deadlines		
Petitions for annexation are accepted by Planning and Development at any time. There are no fees required for submittal of an annexation petition. <b>The annexation will be scheduled for public hearing and becomes effective immediately upon adoption at the scheduled public hearing unless notified otherwise by the City Clerk.</b>		

Section B Summary Information / Metes and Bounds Descriptions		
Development Project Name:		
Street Address:		
City of Raleigh Subdivision approval #: S- _____ - _____ or	Building Permit #: _____ or	Group Housing #: GH- _____ - _____ - _____
Wake County (PINs) Property Identification Number(s):		
Acreage of Annexation Site:	Linear Feet of New Public Streets within Annexation Boundaries:	
Annexation site is requesting connection to City of Raleigh Water ____ and/or Sewer ____		
<b>For Sewer-Only Requests:</b>	Applicant has received a contract for service from Raleigh Water: ____ Yes. ____ No	
Number of proposed dwelling units:		

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<b>Unit Type/Unit Count:</b>	Total Breakdown of Dwelling Units		
	Single-Family Home Unit Count _____	Multifamily - Condo/Apartment Unit Count _____	Multifamily – Townhouse Unit Count _____
	Complete only for Townhome Units:		
	Are there more than 6 units in one group of townhomes? ___Y ___N		
	Complete only for Condo/Apartment units:		
	Are buildings multi-story with stacked units?  ___Y ___ N	Will there be a community trash compactor?  ___Y ___N	Unit Count +/- Description: <i>Example</i> 30 Studio + 1 Bath 50 1 BR + 1.5 Bath  Count Bedroom + Bath _____ + _____ _____ + _____ _____ + _____
	Building Square Footage of Non-Residential Space:		
Specific proposed use (office, retail, warehouse, school, etc.): _____			
Projected market value at build-out (land and improvements): \$ _____			
<b>Applicant Contact Information</b>			
Property Owner(s):			
Primary Mailing Address:			
Phone:	Email:		
<b>Project Contact information (if different than property owner)</b>			
Contact(s):			
Primary Mailing Address:			
Phone:	Email:		
<b>Written metes and bounds description of property to be annexed:</b> Attach additional sheets if necessary. An electronic copy in word format must be emailed to <a href="mailto:rezoning@raleighnc.gov">rezoning@raleighnc.gov</a> .			

**Section C 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 B) 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 Unified Development 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:

**Contiguous** to the present corporate limits of the City of Raleigh, North Carolina, or

**Not Contiguous** to the municipal limits of the City of Raleigh, North Carolina 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** The undersigned certify that they have researched the assessment lien rolls of the City (located at <https://raleighnc.gov/services/doing-business/assessment-liens>), and that the property described in this application, including any portion thereof, \_\_\_\_\_ is / \_\_\_\_\_ is not (mark one) listed on any of the City's assessment lien rolls. If the property, or any portion thereof, is listed on the City's assessment lien rolls, the account number[s] for such assessment is \_\_\_\_\_.

**Part 3** 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. §160D-108 and G.S. §160D-108.1 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 B.

**Owner's Signature(s):**

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

**Corporate Seal**

**Print Owner Name(s) and Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**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 the City Clerk and Treasurer:** \_\_\_\_\_

**Section D Submittal Checklist**

**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:

	<b>Annexation Petition Fee</b> (see the <a href="#">Development Fee Guide webpage</a> for current fee)	
	<b>If a request for sewer only</b> , submit a copy of the contract for service with Raleigh Water	
	<b>Written metes and bounds description of the property to be annexed</b> must be attached to this application. See page 1	
	<b>Electronic Word document of the written metes and bounds</b> must be emailed to: <a href="mailto:rezoning@raleighnc.gov">rezoning@raleighnc.gov</a> .	
	<b>Survey or Plat</b> showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible. The survey or plat, if not already recorded, must be signed by a land surveyor licensed in the State of NC. The survey must be valid for the purposes of recording as set forth in NC General Statute § 47-30.	
	<b>City or County Property Map</b> 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 <b>existing and proposed city limits</b> .	
	<b>Copy of Approved Preliminary Site Plan or Final Site Plan</b> showing City Building Permit Transaction Number or Group Housing Number (GH-_____-13, etc.) <b>or</b>	<b>Copy of Subdivision Plat</b> submitted for lot recording approval with City file number (S-_____-13, etc.)
	<b>Projected Market Value of Development</b> at build-out (land and improvements).	
	<b>General Annexation Area Data:</b> 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.	
	<b>This application form</b> completed, <u>dated and signed</u> by the property owner(s) and attested <b>submitted by the deadlines noted in section B of this application</b> , pages 1 and 2.	
<b>Required, but often missing information. Please make sure to include the following:</b>		
	<b>Correct Parcel Identification Number(s) (PIN).</b> Call Wake County Geographic Information Services at 919-856-6360, if there is any question about the parcel identifier. <b>This is very important.</b> Please indicate if the property being requested for annexation is only a portion of an existing parcel.	
	<b>Owner's Signatures and Date of Signatures.</b> 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>	
	<b>Corporate Seal</b> for property owned by a corporation.	
	<a href="#">Rezoning Application</a> , if the property is currently outside <a href="#">Raleigh's Extraterritorial Jurisdiction</a> .	