PETITION FOR VOLUNTARY ANNEXATION Town of Apex, North Carolina



ANNEXATION PETITION SUBMISSION: Applications are due by 12:00 pm on the first business day of each month. See the "Annexation Petition Schedule" on the website for details.

ANNEXATION FEE: \$200.00

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. A petition submitted pursuant to North Carolina General Statute 160A-58.1 need not be signed by the owners of real property that is wholly exempt from property taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations.

HARD COPY SUBMITTAL REQUIREMENTS:

- Town of Apex Petition for Annexation with original wet ink signatures. No photocopies or scanned images.
- Petition Fee

ELECTRONIC SUBMITTAL REQUIREMENTS: IDT Plans

- Town of Apex Petition for Annexation
- Written Metes and Bounds Legal Description: Submit original PDF. Scanned documents will not be accepted.
- Electronic plat submittal (18" x 24")

REVIEW AND APPROVAL PROCESS:

- **SUBMITTAL:** Submit hard copy application with original wet signatures (no photo copies or scanned images) and fee to the Department of Planning and Community Development and upload an electronic copy of the application, legal description and Annexation Plat via <u>IDT Plans</u>.
- **REVIEW BY STAFF:** The Planning and Community Development Department and Development Services Department review the annexation submission. Comments will be sent to the applicant via email.
- **DESIGNATION OF ANNEXATION NUMBER:** The application is assigned an annexation number once the annexation petition is received.
- ANNEXATION PLAT SUBMISSION: After the map and legal description are deemed sufficient by the Town of Apex, the applicant is required to submit three (3) Mylar annexation plats to the Department of Planning and Community Development by the due date on the attached Annexation Schedule.
- 1st Town Council Meeting: This Town Council Meeting is typically held the second Tuesday of each month. The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.
- **LEGAL ADVERTISEMENT:** A legal advertisement will be published on the Town of Apex's website no more than 25 days and no less than 10 days prior to the date of the public hearing.
- **2**ND **TOWN COUNCIL MEETING/PUBLIC HEARING:** This Town Council Meeting is typically held the fourth Tuesday of each month. The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Apex.
- **RECORDATION:** If the annexation is approved by the Town Council, the Town Clerk will have the Annexation Plats recorded at the Wake County or Chatham County Register of Deeds, as appropriate. Wake County or Chatham County will keep one of the recorded plats, one copy will be returned to the Department of Planning and Community Development, and the surveying company is given the remaining recorded Annexation Plat.

FOR WELL AND/OR SEPTIC FAILURES:

If the purpose of the petition is to connect to public water and/or sewer, contact Water Resources Director Michael Deaton at 919-249-3413 or michael.deaton@apexnc.org to confirm that public water and/or sewer is available to the property. In order to receive public water and/or sewer services from the Town of Apex, refer to the checklist of items below to assist with obtaining one or both of these services:

- Apply for a plumbing permit with the Building Inspections and Permitting Department.
- The plumbing permit and associated costs for water and/or sewer will be included with the permit.

Please refer to the Town of Apex Fee Schedule for the list of current fees.

| TETTION FOR VOLONTARY A | | | |
|---|--|---|-----------|
| This document is a public record under t | he North Carolina Public Re | cords Act and may be published on the Town's website or disclosed to third p | arties. |
| Application #: | | Submittal Date: | |
| Fee Paid \$ | | Check # | |
| TO THE TOWN COUNCIL APEX, NO | RTH CAROLINA | | |
| 1. We, the undersigned owners to the Town of Apex, ☑ Wake | of real property, respective County, \square Chatham | ectfully request that the area described in Part 4 below be an <u>County</u> , North Carolina. | ınexec |
| The area to be annexed is boundaries are as contained i | $oxedsymbol{1}$ contiguous, $oxedsymbol{\square}$ non-onthe metes and boun | contiguous (satellite) to the Town of Apex, North Carolina a ds description attached hereto. | nd the |
| 3. If contiguous, this annexation G.S. 160A-31(f), unless other | will include all interve | ening rights-of-way for streets, railroads, and other areas as st exation amendment. | ated ir |
| OWNER INFORMATION | | | |
| Westchester Commercial, LLC | | 0732847050 | |
| Owner Name (Please Print) | | Property PIN or Deed Book & Page # | |
| 919-633-0681 | | SONIA@WPPRALEIGH.COM | |
| Phone | | E-mail Address | |
| Westchester Commercial, LLC | | 0732846294 | |
| Owner Name (Please Print) | | Property PIN or Deed Book & Page # | |
| 919-633-0681 | | SONIA@WPPRALEIGH.COM | |
| Phone | | E-mail Address | |
| Owner Name (Please Print) | | Property PIN or Deed Book & Page # | |
| Phone | | E-mail Address | |
| SURVEYOR INFORMATION | Part Bracks | | |
| Surveyor: Cawthorne, Moss & | Panciera, PC | | |
| Phone: (919) 556-3148 | | Fax: (919) 554-1370 | |
| E-mail Address: jordan@cmpp | ls.com | | |
| Annexation Summary Chart | | | graphy to |
| Property Information | | Reason(s) for annexation (select all that appl | y) |
| Total Acreage to be annexed: | 3.641 | Need water service due to well failure | |
| Population of acreage to be annex | ed: | Need sewer service due to septic system failure | |
| Existing # of housing units: | 2 | Water service (new construction) | |
| Proposed # of housing units: | 0 | Sewer service (new construction) | V |
| Zoning District*: | O & I (CU) | _ Receive Town Services | V |

*If the property to be annexed is not within the Town of Apex's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish an Apex zoning designation. Please contact the Department of Planning and Community Development with questions.

| PETITION FOR VOLUNTARY ANNE | XATION | |
|--|--|--|
| Application #: | | Submittal Date: |
| COMPLETE IF SIGNED BY INDIVIDUALS: | | |
| ll individual owners must sign. (If add | litional signatures are nece | essary, please attach an additional sheet.) |
| Please Print | | Signature |
| Please Print | | Signature |
| Please Print | | Signature |
| Please Print STATE OF NORTH CAROLINA COUNTY OF WAKE | | Signature |
| Sworn and subscribed before me, his theday of, | | , a Notary Public for the above State and County, |
| SEAL | | Notary Public |
| | | |
| | My Co | ommission Expires: |
| | | |
| COMPLETE IF A CORPORATION: | | |
| n witness whereof, said corporation ha ecretary by order of its Board of Direct | is caused this instrument t tors, this the day of | o be executed by its President and attested by its |
| SEAL | Corporate Name | |
| | Ву: | |
| Attest: | | President (Signature) |
| Secretary (Signature) | | |
| TATE OF NORTH CAROLINA OUNTY OF WAKE | | |
| | | , a Notary Public for the above State and County, |
| nis theday of | , 20 | |
| SEAL | | Notary Public |
| | | |
| | Mv C | ommission Expires: |

| Application #: | Submittal Date: |
|--|--|
| | |
| OMPLETE IF IN A LIMITED LIABILITY COM | PANY |
| witness whereof, WESTCHESTER (s name by a member/manager pursuar | COMMERCIAL a limited liability company, caused this instrument to be executed nt to authority duly given, this the day of, 20 |
| Name of Limi | ited Liability Company WESTCHESTER COMMERCIAL, LLC |
| | By: Signature of Member/Manager |
| TATE OF NORTH CAROLINA OUNTY OF WAKE | |
| worn and subscribed before me, Elizabeth day of February SECTION NOTARY PUBLIC | My Commission Expires: 9/7/2026 |
| OMPLETE IF IN A PARTNERSHIP | |
| witness whereof, | , a partnership, caused this instrument to be executed in o authority duly given, this the day of, 20 |
| ine 27 a member, manager parsaulte to | Name of Partnership |
| | By: Signature of General Partner |
| TATE OF NORTH CAROLINA DUNTY OF WAKE | |
| vorn and subscribed before me, is theday of | , a Notary Public for the above State and County,, 20 |
| 65.1 | Notary Public |
| SEAL | |
| | My Commission Expires: |

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|--|---|---|---------------------|
| Application #: | a restriction and respice in | | parties. |
| Fee Paid \$ | | Submittal Date: Check # | |
| Commence of the contract of th | | | |
| TO THE TOWN COUNCIL APEX, NOR | TH CAROLINA | | |
| We, the undersigned owners to the Town of Apex, | of real property, resp County, 🗆 Chatham | pectfully request that the area described in Part 4 below be a County, North Carolina. | пехес |
| The area to be annexed is boundaries are as contained in | contiguous, one notes and bou | -contiguous (satellite) to the Town of Apex, North Carolina ands description attached hereto. | nd the |
| G.S. 160A-31(f), unless otherw | ise stated in the ann | | ated in |
| OWNER INFORMATION | | | |
| Westchester Commercial, LLC | | 0732847050 | |
| Owner Name (Please Print) | | Property PIN or Deed Book & Page # SONIA@WPPRALEIGH.COM | |
| 919-633-0681 | | | |
| Phone | | E-mail Address | |
| Westchester Commercial, LLC | | 0732846294 Property PIN or Deed Book & Page # | |
| Owner Name (Please Print) | | | |
| 919-633-0681 | | SONIA@WPPRALEIGH,COM | |
| Phone | | E-mail Address | |
| Owner Name (Please Print) | | Property PiN or Deed Book & Page # | |
| Phone | | E-mail Address | el Brooking thomas |
| SURVEYOR INFORMATION | | | |
| Surveyor: Cawthorne, Moss & | Panciera, PC | | |
| Phone: (919) 556-3148 | | Fax: (919) 554-1370 | |
| E-mail Address: jordan@cmppls | s.com | | |
| Annexation Summary Chart | ngwestopoasson | | grannan Hamilton |
| Property Information | | Reason(s) for annexation (select all that appl | y) |
| Total Acreage to be annexed: | 3.641 | Need water service due to well failure | |
| Population of acreage to be annexed | | Need sewer service due to septic system fallure | |
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| roposed # of housing units: | 0 | Sewer service (new construction) | Ø |
| oning District*: | O & I (CU) | Receive Town Services | Ø |
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the Department of Planning and Community Development with questions.

| PETITION FOR VOLUNTARY ANNEXATION | |
|---|--|
| Application #: | Submittal Date: |
| DMPLETE IF SIGNED BY INDIVIDUALS: | |
| l individual owners must sign. (If additional signatures | |
| 546 <u>8</u> 608 118 11.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1.0 1. | are necessary, picase bridge |
| SONIA DASWANI Please Print | Signature |
| Please Pfilit | 3,8,1111 |
| Please Print | Signature |
| Please Print | Signature |
| Please Print | Signature |
| TATE OF NORTH CAROLINA OUNTY OF WAKE | |
| | a Notary Public for the above State and County, |
| his the 1st day of, January 20 22 | 30.06/19 |
| HANDETH PONTAGE | Notapopublic |
| SEAL AMISSION CO. | |
| E O NOTARY & T | My Commission Expires: 9/7/2026 |
| PUBLIC | My Commission Expires: 1/+/2024 |
| OWNER PROBLEM | |
| Toman Manual Park | by most to be executed by its Bresident and attested by its |
| n witness whereof, said corporation has caused this inst ecretary by order of its Board of Directors, this the | trument to be executed by its President and attested by its day of |
| | |
| Corporate Na | me |
| | |
| | By: President (Signature) |
| Attest: | |
| Secretary (Signature) | |
| TATE OF NORTH CAROLINA | |
| OUNTY OF WAKE | |
| worn and subscribed before me, | a Notary Public for the above State and County, |
| nis theday of | |
| | Notary Public |
| SEAL | 10 € 10 (p) 18 |
| | My Commission Expires: |
| | My Commission Expires. |

| PETITION FOR VOLUNTARY ANNEXAT | ION . |
|--|--|
| Application #: | Submittal Date: |
| COMPLETE IF IN A LIMITED LIABILITY COMPAN | |
| In witness whereof <u>, Westchester Comme</u> its name by a member/manager pursuant t | ercial LLC a limited liability company, caused this instrument to be executed in a uthority duly given, this the 11 day of 3 and 3 and 3 are 3 and 4 are 3 and 4 are 4 are 4 and 4 are 4 are 4 and |
| Name of Limited | d Liability Company Westchester Commercial LLC |
| | By: Signature of Member/Manager |
| STATE OF NORTH CAROLINA COUNTY OF WAKE | |
| Sworn and subscribed before me, Diza this the 11th day of January SEALULA BLOOM | Motary Public |
| PUBLIC COMPLETE TO STATE OF THE PUBLIC COMPLETE TO STATE OF TH | My Commission Expires: 09/07/2023 |
| In witness walkillumenting | a partnership, caused this instrument to be executed in its outhority duly given, this the day of, 20 |
| | Name of Partnership |
| | By:Signature of General Partner |
| STATE OF NORTH CAROLINA COUNTY OF WAKE | Signature of General Parties |
| Sworn and subscribed before me, this theday of | , a Notary Public for the above State and County, , 20 |
| SEAL | Notary Public |
| | My Commission Expires: |