Petition for Voluntary Annexation to the City of Durham of a Land Area by 100% of owners of said property

To the Mayor and Members of the City Council of the City of Durham, N.C.:

The undersigned respectfully petition the City Council of the City of Durham to annex the hereinafter described property to the City of Durham:

Respectfully submitted this ______day of __________________, 20_____.

The area property proposed for annexation is:  □ Contiguous  □ Non-contiguous

<table>
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<tr>
<th>Owner Name</th>
<th>Address of Parcel</th>
<th>PID (six digit number)</th>
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Add additional sheet(s), if necessary

Application Attachment Checklist

□ Annexation Petition Signature Page  □ Certificate of Title
□ Metes and Bounds Description (3 copies)  □ Annexation Plat (3 copies)
□ Utility Extension Agreement (UEA) Application  □ Utility Statement Application
□ Annexation Application and UEA Fee (Checks shall be payable to the City of Durham)
□ Digital Copy of the Application and Submission Documents

Agent/Contact Person:

Name:  Phone #:
Signature:  Email:
Firm:  Mailing Address:

Tracking Information (Staff Only)

Case Planner:

Received by:  Date:
Assigned Project Name:  Assigned Number:
## Annexation Description and Details

<table>
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<tr>
<th>Number of parcels to be annexed</th>
<th>Total area to be annexed, including right-of-way:</th>
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**Describe the existing development on site:**

**Describe your proposed development. For residential, include number of units. For commercial, square footage of uses:**

**Project begin date:**

**Proposed linear feet of public roads:**

**Expected Completion date – if multiple years and units, provide expected total for each year:**

**Current total assessed value:**

**Estimated value upon completion (include expected sales price of each unit/unit type):**

### Notes

Applications are accepted by appointment only.
Staff Contact: Jamie Sunyak, Senior Planner
919.560.4137 x.28235
Jamie.Sunyak@DurhamNC.gov

Annexation petitions meeting the standards of NC General Statute 160A-31 (contiguous) and 160A-51.1(b) (non-contiguous), may be submitted any time during the year. The Durham City Council has established the following effective dates:

- March 31
- June 30
- September 30
- December 31
## Annexation Petition Signature Page

### Please Check as Appropriate:

- **Individual Owner**
  - [ ] General Partnership
  - [ ] Limited Partnership
  - [ ] LLC

- **Corporation**
  - [ ] Partnership/LLC
  - [ ] Corporation

- **Attorney-in-Fact**

  *Provide documentation appointing you as Attorney-in-Fact or other Agent*

Please circle as appropriate - The owner is a(n):

- Individual
- Corporation (affix Seal)
- General Partnership
- Limited Partnership
- Other (Please Define)

### Signature of Owner/Partnership/LLC/Agent

________________________

### Print of Owner/Partnership/LLC/Agent

________________________

### PID(s)

________________________

### Address

________________________

### Notarization:

**NORTH CAROLINA**

________________________ COUNTY

I, the undersigned Notary Public in and for the aforesaid County and State, certify that ______________________

personally came before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this_____ day of _____________________, 20 ____.

________________________

Notary Public

________________________

Commission Expires
Instructions:
The following information shall be supplied at the time a voluntary annexation petition is submitted. The date through which title is examined should be within one week before the submittal of the annexation petition. Note that the certificate is limited to holders of fee simple interests. Among other things, holders of mortgages or deeds of trust, or trustees for the same; easements; taxes or assessments; or defects not disclosed by public records need not be listed.

Certificate of Title:
The undersigned attorney, who is licensed to practice law in the State of North Carolina, hereby certifies that the record owner(s) of all fee simple interests in the tract of land submitted for annexation to the City of Durham on a petition dated ______________________ and described on such petition as (name of development) ______________________, which tract is described by metes and bounds description submitted as part of such petition is ______________________, and that the deed(s) showing such title are recorded at Book __, Page __; (for multiple properties attach a list with referencing Book and Page __ for each parcel) at the Durham County Register of Deeds. In addition, the undersigned attorney certifies that the execution of the aforesaid petition is legally sufficient in form, manner, and substance to bind all owners of the property being annexed.

This __________ day of ______________________, 20_____. ______________________ (Signature of Attorney)

(Print Name of Attorney) (Attorney Phone Number)

Notarization:
NORTH CAROLINA
_________________ COUNTY

I the undersigned Notary Public in and for the aforesaid County and State, certify that ______________________ personally came before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this __________ day of ______________________, 20_____.

_________________
Notary Public

_________________
Commission Expires