



Petition for Voluntary Annexation

City-County Planning Department

Planning

Application Guide and Submittal Portal: <https://dsc.durhamnc.gov/264>

Application Questions: LandUse@DurhamNC.gov | 919-560-4137

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, North Carolina:

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 proposed for annexation is: **Contiguous** **Non-Contiguous** to the Durham City Limits

Owner Name*	Address of Parcel	PID (six-digit number)

Add additional sheet(s), if necessary

** A correctly signed petition form (see page 3), meaning signed by ALL persons having any interest in the property, the same as on the property deed, including the spouse when the property is co-owned. If the owner of the property is a corporation, the petition should include the corporate seal and the signatures of both the President (or Vice President) and the Corporate Secretary (or Assistant Corporate Secretary). Individuals signing these forms with the designation of Power of Attorney, Attorney-in-Fact, or Other Agent must include confirming documents. Signatures must be exactly as printed. A NOTARY PUBLIC MUST PROPERLY CERTIFY EACH SIGNATURE.*

APPLICATION REQUIREMENTS (INCLUDE LIST NUMBER IN ATTACHMENT NAME WITH SUBMITTAL)

1. Digital Copy of Annexation Boundary Map and Legal Description	8. Annexation Petition Signature Page
2. Digital (Adobe© PDF) Copy of this Application	9. Traffic Impact and/or Phasing Analysis (if required) or email from Transportation Department Stating Not Required
3. Digital Payment Receipts – Application, Notice & Recording (see https://dsc.durhamnc.gov/264) *Consult with staff before any payments are made	10. Neighborhood Meeting Materials and Date
4. Stormwater Checklist (If applicable)	11. Pre-Submittal Meeting Summary and Date
5. Utility Statement Application and Digital Fee Receipt	12. Statement Regarding the Public Interest
6. Certificate of Title	13. Applicant Engagement Plan (If applicable)
7. Metes and Bounds Description	14. Associated Site Plan or Rezoning Application (If applicable)
15. Original and Signed Voluntary Annexation Petition (Owner/Applicant), Petition Signature Pages (Owner), Certificate of Title (Attorney), and Metes and Bounds Description mailed to Terri Elliott, Planning Department, Ground Floor Suite G500, 101 City Hall Plaza, Durham, NC 27701	

ACKNOWLEDGEMENTS

I, the undersigned, acknowledge that the application is complete and that all information included is accurate to the best of my knowledge. Applications are considered accepted only after they have been determined to be complete according to paragraph 3.2.4 of the *Unified Development Ordinance*, not upon submission.

Name (Print):	Email:
Signature (Digital OK):	Date:
Firm:	Mailing Address:

VOLUNTARY ANNEXATION DESCRIPTION AND DETAILS

Annexation Name:		Name of Petitioner:	
Parcel ID Numbers (must match Petition on page 1):		General location of the parcels:	
Number of parcels to be annexed:	Total area to be annexed, including right-of-way:	Linear feet of proposed public roads:	
Existing Zoning:	FLUM Designation:	Development Tier:	
Proposed Zoning Map Change (If applicable):			
Current Overlay Districts (If applicable):			
Describe the existing development, if any, on the parcel(s):			
Describe the proposed development. Provide detailed breakdown in the table, "Projected Buildout Timeline by Fiscal Years," below			
Expected project begin date:	Expected completion date:	Current total assessed value:	Total estimated value upon completion:

PROJECTED BUILDOUT TIMELINE BY FISCAL YEARS (FY) (JULY 1 TO JUNE 30) AFTER EFFECTIVE DATE

Proposed Development Type (Break Out Types by Price Category)	Expected # of Units or Square Feet (Sq. Ft.) Completed Each FY (Yr.)									Total # of Units or Sq. Ft.	Projected Per-Unit/Per-Sq.-Ft. Valuation	Expected Total Valuation at Buildout by Type
	FY__	FY__	FY__	FY__	FY__	FY__	FY__	FY__	FY__			
Single-Family Homes												
Single-Family Homes												
Townhouses												
Townhouses												
Apartments/Condos												
Apartments/Condos												
Retail												
Retail												
Office												
Office												
Industrial												
Industrial												
Affordable Housing Units												
Amenity Facility (Clubhouse, etc.)												
Other (Describe): _____												
TOTALS												

Annexation petitions meeting the standards of NC General Statute § 160A-31 (contiguous) and § 160A-58.1(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

NOTE: The Planning Director or designee may administratively withdraw applications after 90 days of inactivity



Annexation Petition Owner Signature Page

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OWNERSHIP TYPE (CHECK AS APPROPRIATE) & SIGNATURE; ATTACH ONE PAGE FOR EACH OWNER

<input type="checkbox"/> Individual Owner	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Attorney-in-Fact or Agent for the Ownership Type Checked Below <i>Provide documentation appointing you as Attorney-in-Fact or other Agent</i>
<input type="checkbox"/> Corporation <i>(Affix Seal)</i>	<input type="checkbox"/> Limited Partnership <input type="checkbox"/> LLC	The owner is a(n):
		<input type="checkbox"/> Individual General Partnership Limited Partnership
		<input type="checkbox"/> Corporation <i>(Affix Seal)</i> LLC Other _____

Owner(s) Sign on Lines Below	PID(s) (six-digit number)	Associate Parcel Address(es)
Signature of Owner/Partnership/LLC/Agent		
Print Name of Owner/Partnership/LLC/Agent		
Signature of 2 nd Owner/Partner/Corporate Secretary		
Print Name of 2nd Owner/Partner/Corporate Secretary		
<i>(Affix Corporate Seal)</i>		

If the property owner is a corporation, the petition should include the corporate seal and the signatures of either the President (or Vice President) and the Corporate Secretary (or Assistant Corporate Secretary). Individuals signing these forms with the designation of Power-of-Attorney, Attorney-in-Fact or Other Agent must include confirming documents. Signatures must be exactly as printed. A notary must properly certify each signature.

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 Signature

Commission Expires

(Notary Seal)



Annexation Petition Certificate of Title

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INSTRUCTIONS:

The following information shall be supplied for each property 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 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_____

Attorney Signature

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 Signature

Commission Expires

(Notary Seal)