



Voluntary Annexation Petition

City-County Development Services Center

Planning

101 City Hall Plaza, Durham, NC 27707 | 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, 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

Owner Name	Address of Parcel	PID (six digit number)

Add additional sheet(s), if necessary

APPLICATION ATTACHMENT CHECKLIST

<input type="checkbox"/> Annexation Petition Signature Page	<input type="checkbox"/> Certificate of Title
<input type="checkbox"/> Metes and Bounds Description (3 copies)	<input type="checkbox"/> Annexation Map (1 copy)
<input type="checkbox"/> Utility Extension Agreement (UEA) Application	<input type="checkbox"/> Utility Statement Application
<input type="checkbox"/> Annexation Application and UEA Fee (Checks shall be payable to the City of Durham)	
<input type="checkbox"/> Digital Copy of the Application and Submission Documents	
<input type="checkbox"/> Date of Required Pre-Submittal Meeting _____ Applicant's Initial _____	

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

Number of parcels to be annexed

Total area to be annexed, including right-of-way:

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):

STAFF CONTACT:

Applications are accepted by appointment only.

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

The Planning Director or designee may administratively withdraw applications due to 90 days of inactivity.



Annexation Petition Signature Page

City-County Development Services Center

101 City Hall Plaza, Durham, NC 27707 | landuse@durhamnc.gov | 919-560-4137

Planning

PLEASE CHECK AS APPROPRIATE:

<input type="checkbox"/> Individual Owner	<input type="checkbox"/> Partnership/LLC	<input type="checkbox"/> Attorney-in-Fact				
	<input type="checkbox"/> General Partnership	<i>Provide documentation appointing you as Attorney-in-Fact or other Agent</i>				
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Partnership	Please mark as appropriate - The owner is a(n):				
	<input type="checkbox"/> LLC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		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) (six digit number)	Address

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

City-County Development Services Center

Planning

101 City Hall Plaza, Durham, NC 27707 | landuse@durhamnc.gov | 919-560-4137

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)

INSTRUCTIONS:

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)