



Durham City-County Planning Department

VOLUNTARY ANNEXATION PETITION

Planning

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 with 3 columns: Owner Name, Address of Parcel, PID (six digit number)

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	
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:	
<p>Applications are accepted by appointment only. Jamie Sunyak, Senior Planner 919.560.4137 x.28235 Jamie.Sunyak@DurhamNC.gov</p>	
<p>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:</p>	
March 31	June 30
September 30	December 31

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



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ANNEXATION PETITION SIGNATURE PAGE

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Please Check as Appropriate:		
<input type="checkbox"/> Individual Owner <input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership/LLC <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> LLC	<input type="checkbox"/> Attorney-in-Fact <i>Provide documentation appointing you as Attorney-in-Fact or other Agent</i> Please mark as appropriate - The owner is a(n): <input type="checkbox"/> Individual <input type="checkbox"/> Corporation (affix Seal) <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other (Please Define)
_____ Signature of Owner/Partnership/LLC/Agent _____ Print of Owner/Partnership/LLC/Agent	_____ _____ _____ PID(s)	_____ _____ _____ 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 _____ Commission Expires		



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ANNEXATION PETITION

CERTIFICATE OF TITLE

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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