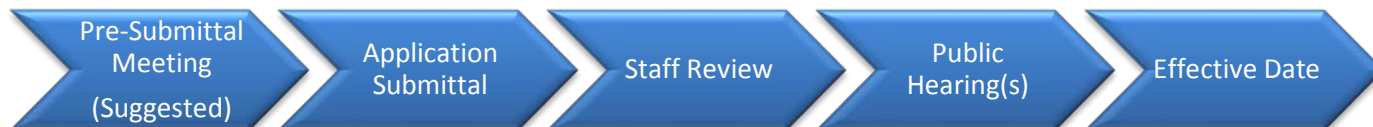




CITY OF DURHAM | DURHAM COUNTY
NORTH CAROLINA



ANNEXATION PROCESS OUTLINE



1. **Pre-Submittal Meeting** – A pre-submittal meeting is not required for an annexation petition, but is suggested in order to provide a detailed overview of this process and answer any questions an applicant may have.
2. **Application Submittal**– A complete submittal will include an annexation plat, annexation petition, and utility extension agreement application. Original and complete applications, in addition to all required fees, are required at the time of submittal.
3. **Staff Review** – New applications are batched on the second Monday of each month and are accepted by appointment only. Applications received by the batch date will be distributed for review the following week. Resubmittals are batched on the first and third Thursday of each month and may be dropped off at any time, without an appointment. Initial reviews have a 15 business day review period; resubmittals are reviewed within 10 business days. The review process contains three key components:
 - a. **Annexation Plat** – The plat is reviewed by Planning and Public Works staff for technical compliance;
 - b. **Certification of the Annexation Petition** – The City Clerk must certify all annexation petitions;
 - c. **Utility Extension Agreement** – This document is an agreement between the property owner and the City of Durham to provide utility service to the site. Planning Staff will initiate the review with Public Works. It is the property owner’s responsibility to ensure that this agreement is completed.

All four of these items must be completed before the case will be scheduled for consideration by the City Council. If the request is associated with a rezoning petition, the rezoning case must receive a recommendation from the Planning Commission prior to Council consideration of the annexation petition and extension agreement.

4. **Public Hearing** – Once the plat, annexation petition, fiscal analysis, utility extension agreement, and Planning Commission recommendation on the rezoning (if applicable) are complete, the case will be scheduled for the next the available City Council agenda, based upon agenda deadlines.. If the Council approves the request, it becomes effective at the next ‘effective date’.

In general, one can expect to reach Council within four to six months of initial submittal. Cases with an associated rezoning petition are expected to require additional time. The overall review process is dependent upon how quickly the applicant completes the annexation petition, plat, and extension agreement.

5. **Effective Date** – Annexations are effective quarterly, as follows: March 31, June 30, September 30, and December 31. As an example, if Council votes to approve an annexation petition on February 20, the annexation becomes effective on March 31. Please keep this in mind as the effective date may impact other concurrent applications or reviews.