

OWNER INITIATED ANNEXATION PROCESS

01

Pre-Application Meeting

Applicants are required to participate in a pre-application meeting with Planning and Development Services staff prior to submittal of the Annexation Petition. This meeting is intended to provide the applicant with an understanding of the overall annexation process, including the schedule, fees, and submittal requirements, resulting in a more efficient petition process. At this meeting the properties are reviewed to determine if they are eligible for annexation under the applicable NC General Statutes.



02

Formal Petition Submittal

The applicant submits the completed petition form, and any other necessary supporting documents. Staff checks for completeness of the submitted materials. If a petition is incomplete, staff contacts the applicant to explain the missing/incomplete items. The annexation petition will not be processed any further until the petition is corrected and the missing items are submitted. Once the petition is deemed complete a payment link will be emailed for fees.



03

Sufficiency Determination

After the completed petition is submitted and the fees have been paid staff will perform a sufficiency check to determine if the requested annexation petition is consistent with the applicable requirements of the NC General Statutes pertaining to annexation.



04

Resolution to set Public Hearing

Once the petition is deemed sufficient, it is scheduled for a Town Council meeting agenda for adoption of a Resolution to set the date of the public hearing.



05

Public Hearing Notification

Approximately 2 weeks prior to the hearing, staff posts notice of the public hearing on the requested annexation petition on the Town's website.



06

Town Council Public Hearing

At the public hearing, staff introduces the facts of the proposed Annexation Petition. Town Council then opens the public hearing and may hear comments from the applicant and anyone interested in speaking to the request.



07

Town Council Action

The Town Council may act on the annexation petition following the public hearing. If there is a proposed rezoning or development plan associated with the annexation request that requires separate action, Town Council may defer action on the annexation petition to a future meeting.



Notes

Properties desiring to use Cary utilities must be annexed prior to connecting to water or sewer.

If the property is located outside the Town's Extra Territorial Jurisdiction (ETJ), the annexation petition must be accompanied by a rezoning application to establish a Cary zoning designation if the property is annexed.