

Owner-Initiated Annexation Petition General Instructions and Required Documents

Attending a pre-submittal meeting with Planning staff is required. Schedule the pre-submittal meeting by emailing 311@carync.gov (include *Annexation Pre-submittal Meeting Request* in the subject line), or by calling 311 within Cary or 919-469-4000 outside of Cary.

Items below are required for a complete petition:

- County Parcel ID Number (PIN), as shown in the county's tax record for the property(ies) or a complete copy of the last deed of record for EACH parcel.
- An 18" X 24" digital annexation boundary survey map signed and sealed by a registered surveyor. The survey **must** show the entire area to be annexed clearly outlined and **must not** include any area in adjacent public rights-of-way.
- A sealed written metes and bounds description of the annexation area **must** be submitted digitally in PDF format and with a Word version of the description for insertion into approval documents.
- If the area proposed for annexation is **not contiguous** to Cary's primary corporate limits, the annexation boundary survey must show the relationship of the area to be annexed to the primary corporate limits.
- If the area proposed for annexation is **not contiguous** to Cary's primary corporate limits AND is located within an existing subdivision as described by G.S. 160D-802, all of the subdivision must be included in the petition.
- If property ownership differs from the county's tax record, applicant must submit a complete copy of the deed of record for each parcel.

If individual parcel(s) is (are) NOT in Cary's extraterritorial jurisdiction (ETJ), the applicant must submit a rezoning application in addition to the annexation petition in order to establish a Cary zoning designation upon annexation. Learn more about the [annexation process](#) and [rezoning process](#).

If parcel(s) to be annexed is (are) part of a proposed development plan, the annexation petition must be approved before the development plan can be approved.

Submitting your Owner-Initiated Annexation Petition and Payment Instructions:

- Following your pre-submittal meeting, submit your Annexation Petition via [electronic plan review](#) portal and attach a PDF of the completed Annexation Petition and appropriate signature page(s).
- After staff has determined the application is complete and accurate, you will be notified by email that payment is due. The application fee amounts are listed at the top of Page 1 of this application. Cary accepts cash, Visa, MasterCard, Discover, AMEX and checks, payable to *Town of Cary*. Fees may be paid **on-line** with a credit card.

For questions call 311 within Cary or 919-469-4000 outside of Cary or email 311@carync.gov.

NOTE: Please be aware that if the parcel(s) to be annexed is (are) adjacent to another municipality's annexation boundary, Cary is required to provide a 60-day notification to that municipality before proceeding to public hearing, thereby delaying the process accordingly.

ANNEXATION FEES

PETITION # _____ (Staff Use)

Petitions totaling less than 3 acres - **\$100.00**
 Petitions totaling 3+ acres - **\$300.00**

Payment: CASH _____ CHECK _____ CREDIT CARD _____ Amount: \$ _____ Receipt # _____

OWNER-INITIATED ANNEXATION PETITION

TO THE TOWN COUNCIL OF THE Town of Cary, Wake County - North Carolina

WE THE UNDERSIGNED OWNERS of real property described in Part 2 below respectfully request that the area described in Part 2 of this petition, including all intervening streets, street rights-of-way, creeks, rivers, rights-of-way of any railroad or other public service corporation, or lands owned by the State of North Carolina or any of its political subdivisions (if this is a contiguous annexation), be annexed and made part of the Town of Cary, North Carolina.

The area to be annexed is:

- CONTIGUOUS to the Town's primary corporate limits; or
- NOT CONTIGUOUS to the Town's primary corporate limits (see General Instructions page)

Part 1 – Primary Contact Person’s Information:			
Name:	Address:		
Title:	City, State, Zip:		
Firm:	Phone:		
E-mail:			
Part 2 - Parcel & Owner Information <i>(continue on next page if necessary)</i>			
Property Owner(s) <i>(Provide information for each property owner listed on the deed. Email address is required.)</i>	County PIN(s)	Real Estate ID(s)	Total Surveyed Acres <i>(Do not include ROW)</i>
Name:			
Property Address:			
Property City, State Zip:			
Mailing Address <i>(if different)</i> :			
Mailing City, State Zip:			
Email: _____	Phone: _____		
Name:			
Property Address:			
Property City, State Zip:			
Mailing Address <i>(if different)</i> :			
Mailing City, State, Zip:			
Email: _____	Phone: _____		
Total Surveyed Acres:			

Part 2 - Parcel & Owner Information (continue if necessary)			
Property Owner(s) (Provide information for each property owner listed on the deed. Email address is required.)	County PIN(s)	Real Estate ID(s)	Total Surveyed Acres (Do not include ROW)
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State Zip: Email: Phone:			
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State, Zip: Email: Phone:			
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State, Zip: Email: Phone:			
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State, Zip: Email: Phone:			
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State, Zip: Email: Phone:			
Name: Property Address: Property City, State Zip: Mailing Address (if different): Mailing City, State, Zip: Email: Phone:			
		Total Surveyed Acres:	

Part 3 – Reason for Request: (Please check ALL that apply and be specific as possible, if applicable) (attach additional pages as necessary)	
<input type="checkbox"/> Required for Development Plan <input type="checkbox"/> Failed well* require Cary utilities <input type="checkbox"/> Failed septic* require Cary utilities <input type="checkbox"/> Other (explain):	
<i>*For requests due to failed well/septic, please include documentation verifying such condition(s).</i>	
Part 4 – Location of Property:	
What is the County where the property is located?	
<input type="checkbox"/> Wake <input type="checkbox"/> Chatham <input type="checkbox"/> Durham	
Is the property located in Cary's Extra Territorial Jurisdiction (ETJ)? <i>(The ETJ represents the area beyond the Town limits where the Town has zoning and regulatory authority by law.)</i>	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Is the property located within an existing subdivision? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If yes, name of subdivision: _____	
Part 5 – Zoning and Proposed Use:	
Current Zoning <i>(include any PDD or Overlay Districts as necessary):</i>	
Existing Use: _____	
Proposed Use: _____	
An 18" X 24" recordable, digital annexation boundary survey is required. The survey must be signed and sealed by a registered surveyor. Is it attached digitally?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
A metes and bounds description as a sealed PDF and as a WORD document is required. Are both attached digitally?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Part 6 – Associated Cases:	
Is there an associated Development Plan?	Is there an associated REZONING? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> YES <input type="checkbox"/> NO Development Plan #: _____	Rezoning Case #: _____ <i>Applications for annexation of property located outside Cary's ETJ must also submit a Rezoning Application to establish an initial Cary zoning designation upon annexation.</i>

Select the signature page(s) that represents the ownership of the property(ies) to be annexed. Fill out the form and upload with the application for staff to review *prior to signatures and notarization*. After approval of the signature page staff will request an original document with signatures and notary where required.

- [Property Owned by INDIVIDUALS](#)
- [Property Owned by a Limited Liability Company \(LLC\)](#)
- [Property Owned by General Partnership, Limited Partnership or Limited Liability Partnership](#)
- [Property Owned by CORPORATION](#)