

# Petition for Annexation into Raleigh City Limits

Planning and Development Department • One Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2682



## Section A Submittal Deadlines

Petitions for annexation are accepted by Planning and Development at any time. There are no fees required for submittal of an annexation petition. **The annexation will be scheduled for public hearing and becomes effective immediately upon adoption at the scheduled public hearing unless notified otherwise by the City Clerk.**

## Section B Summary Information / Metes and Bounds Descriptions

Development Project Name: Mitchell Mill Townhomes

Street Address: 3810 & 3824 Mitchell Mill Road

City of Raleigh Subdivision approval #:  
S- \_\_\_\_\_ - \_\_\_\_\_ or

**SUB-0023-2023**

Building Permit #: \_\_\_\_\_ or

Group Housing #:  
GH- \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Wake County (PINs) Property Identification Number(s):  
**1747376009, 1747369952**

Acreage of Annexation Site:  
0.858+1.997 = 2.855 ac.

Linear Feet of New Public Streets within Annexation Boundaries:

Annexation site is requesting connection to City of Raleigh Water  and/or Sewer

**For Sewer-Only Requests:**

Applicant has received a contract for service from Raleigh Water:  Yes.  No

Number of proposed dwelling units: 14

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<b>Unit Type/Unit Count:</b>	<b>Total Breakdown of Dwelling Units</b>		
	Single-Family Home Unit Count _____	Multifamily - Condo/Apartment Unit Count _____	Multifamily – Townhouse Unit Count <u>14</u>
	Complete only for Townhome Units:		
	Are there more than 6 units in one group of townhomes? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		
	Complete only for Condo/Apartment units:		
	Are buildings multi-story with stacked units? <input type="checkbox"/> Y <input type="checkbox"/> N	Will there be a community trash compactor? <input type="checkbox"/> Y <input type="checkbox"/> N	Unit Count +/- Description: <i>Example</i> 30 Studio + 1 Bath 50 1 BR + 1.5 Bath  Count    Bedroom + Bath ____    _____ + _____ ____    _____ + _____ ____    _____ + _____
Building Square Footage of Non-Residential Space:			
Specific proposed use (office, retail, warehouse, school, etc.): <u>Multi-Family Townhouses</u>			
Projected market value at build-out (land and improvements): \$ <u>7,500,000</u>			
<b>Applicant Contact Information</b>			
Property Owner(s): Mitchell Mill Townhomes, LLC			
Primary Mailing Address: 910 Tryon Hill Drive, Suite 100 Raleigh, NC 27603			
Phone: 919-601-5078	Email: shawn@concepteight.com		
<b>Project Contact information (if different than property owner)</b>			
Contact(s): Jason G. Meadows, P.E.			
Primary Mailing Address: 910 Tryon Hill Drive, Suite 100 Raleigh, NC 27603			
Phone: 919-889-2614	Email: jason@rdiconsulting.com		
<b>Written metes and bounds description of property to be annexed:</b> Attach additional sheets if necessary. An electronic copy in word format must be emailed to <a href="mailto:rezoning@raleighnc.gov">rezoning@raleighnc.gov</a> .			

Section C Annexation Petition

State of North Carolina, County of Wake, Petition of Annexation of Property to the City of Raleigh, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section B) respectfully request the annexation of said property to the City of Raleigh, North Carolina. The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Unified Development Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners. The property to be annexed is:

Contiguous to the present corporate limits of the City of Raleigh, North Carolina, or

Not Contiguous to the municipal limits of the City of Raleigh, North Carolina and is located within three miles of the municipal limits of the City of Raleigh, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967).

Part 2 The undersigned certify that they have researched the assessment lien rolls of the City (located at https://raleighnc.gov/services/doing-business/assessment-liens), and that the property described in this application, including any portion thereof, x is / is not (mark one) listed on any of the City's assessment lien rolls. If the property, or any portion thereof, is listed on the City's assessment lien rolls, the account number[s] for such assessment is 30789, 30838.

Part 3 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S. §160D-108 and G.S. §160D-108.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? Yes No

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this 29th day of January, 20 25 by the owners of the property described in Section B.

Owner's Signature(s):

Signature [Signature] Date 1/29/2025
Signature \_\_\_\_\_ Date \_\_\_\_\_
Signature \_\_\_\_\_ Date \_\_\_\_\_
Signature \_\_\_\_\_ Date \_\_\_\_\_

Corporate Seal

Print Owner Name(s) and Information:

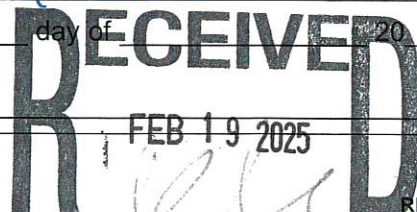
Name: Shawn Donovan, Manager Phone: 919-601-5078
Address: 910 Tryon Hill Drive, Suite 100 Raleigh, NC 27603

Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Address: \_\_\_\_\_

Above signature(s) attested by [Signature] Jason Meadows

Received by the City Council of Raleigh, North Carolina, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at a Council meeting duly held.

Signature of the City Clerk and Treasurer: \_\_\_\_\_

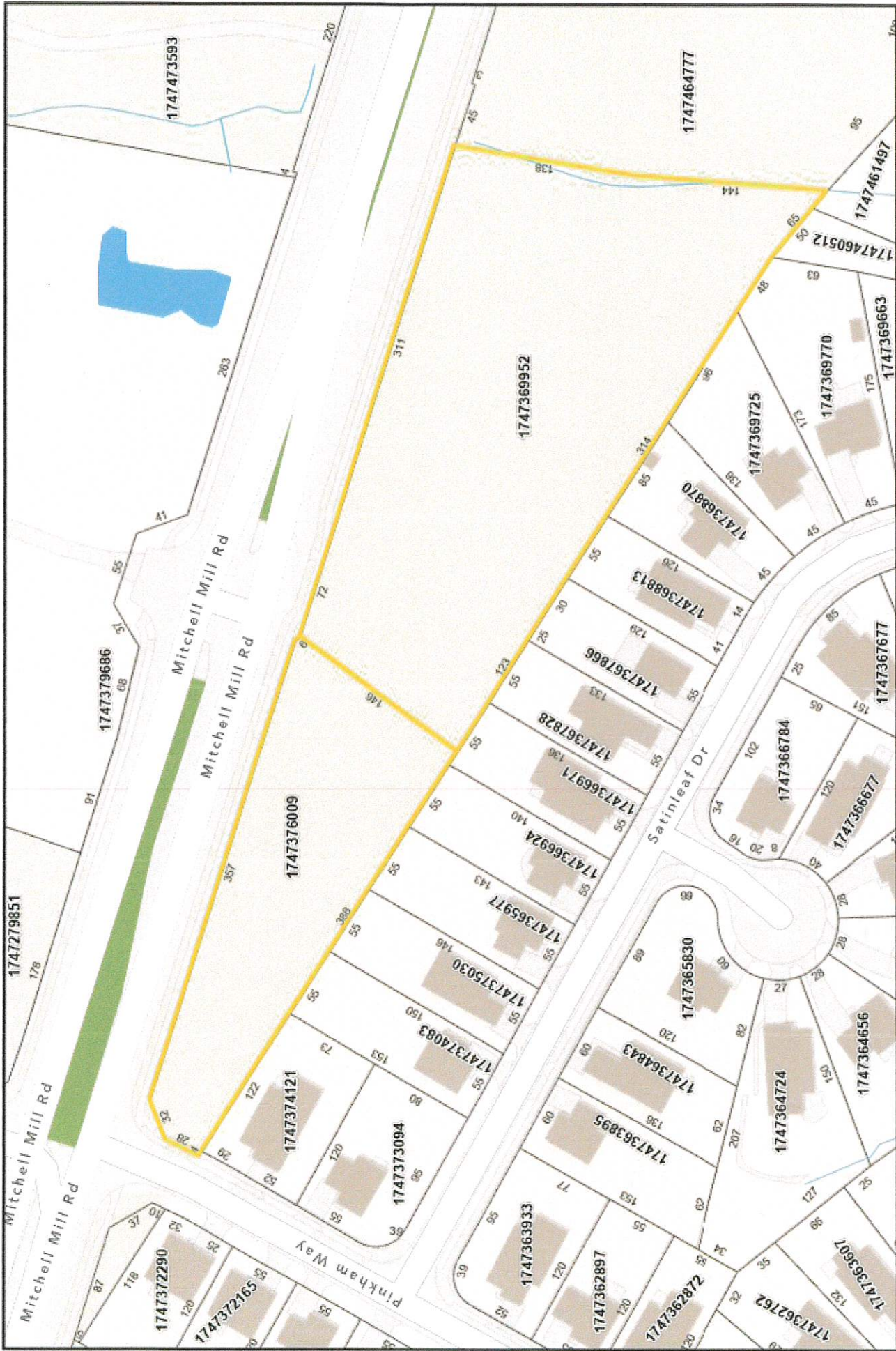


BY: [Signature] REVISION 04.17.24 raleighnc.gov

**Section D Submittal Checklist**

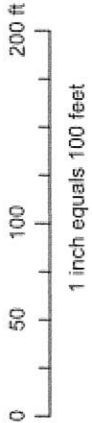
**Please include all of the following (check off).** If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:

<input checked="" type="checkbox"/>	<b>Annexation Petition Fee</b> (see the <a href="#">Development Fee Guide webpage</a> for current fee)	
<input type="checkbox"/>	<b>If a request for sewer only</b> , submit a copy of the contract for service with Raleigh Water	
<input checked="" type="checkbox"/>	<b>Written metes and bounds description of the property to be annexed</b> must be attached to this application. See page 1	
<input checked="" type="checkbox"/>	<b>Electronic Word document of the written metes and bounds</b> must be emailed to: <a href="mailto:rezoning@raleighnc.gov">rezoning@raleighnc.gov</a> .	
<input checked="" type="checkbox"/>	<b>Survey or Plat</b> showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible. The survey or plat, if not already recorded, must be signed by a land surveyor licensed in the State of NC. The survey must be valid for the purposes of recording as set forth in NC General Statute § 47-30.	
<input checked="" type="checkbox"/>	<b>City or County Property Map</b> with parcels included in the annexation request clearly marked. An excerpt of a property map is acceptable, but the map number must appear on the excerpt. This map must show the <b>existing and proposed city limits</b> .	
<input type="checkbox"/>	<b>Copy of Approved Preliminary Site Plan or Final Site Plan</b> showing City Building Permit Transaction Number or Group Housing Number (GH-_____-13, etc.) <b>or</b>	<b>Copy of Subdivision Plat</b> submitted for lot recording approval with City file number RCMP-0172-2024
<input checked="" type="checkbox"/>	<b>Projected Market Value of Development</b> at build-out (land and improvements).	
<input checked="" type="checkbox"/>	<b>General Annexation Area Data:</b> Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.	
<input checked="" type="checkbox"/>	<b>This application form</b> completed, <u>dated and signed</u> by the property owner(s) and attested <b>submitted by the deadlines noted in section B of this application</b> , pages 1 and 2.	
<b>Required, but often missing information. Please make sure to include the following:</b>		
<input checked="" type="checkbox"/>	<b>Correct Parcel Identification Number(s) (PIN).</b> Call Wake County Geographic Information Services at 919-856-6360, if there is any question about the parcel identifier. <b>This is very important.</b> Please indicate if the property being requested for annexation is only a portion of an existing parcel.	
<input checked="" type="checkbox"/>	<b>Owner's Signatures and Date of Signatures.</b> See page 3 of this application. All real property owners must sign the application, and the <u>date of signature</u> <b>MUST</b> be filled in!	
<input checked="" type="checkbox"/>	<b>Corporate Seal</b> for property owned by a corporation.	
<input type="checkbox"/>	<b>Rezoning Application</b> , if the property is currently outside <u>Raleigh's Extraterritorial Jurisdiction</u> .	



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**3810 & 3824 Mitchell Mill Road**