

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. For fees required for the submittal of an annexation petition, please reference the [Development Fee Guide](#). **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:

Street Address:

City of Raleigh Subdivision approval #:
S- _____ - _____ or

Building Permit #:

Wake County (PINs) Property Identification Number(s):

Acres of Annexation Site:

Linear Feet of New Public Streets within Annexation Boundaries:

Annexation site is requesting connection to City of Raleigh Water and/or Sewer Yes No

For Sewer-Only Requests:

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

Number of proposed dwelling units:

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Unit Type/Unit Count:	Total Breakdown of Dwelling Units		
	Single-Family Home Unit Count _____	Multifamily - Condo/Apartment Unit Count _____	Multifamily – Townhouse Unit Count _____
	Complete only for Townhome Units:		
	Are there more than 6 units in one group of townhomes? <input 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.): _____			
Projected market value at build-out (land and improvements): \$ _____			
Applicant Contact Information			
Property Owner(s):			
Printed Name: _____			
Printed Name: _____			
Printed Name: _____			
Printed Name: _____			
Project Contact Name (if different than property owner)			
Contact(s):			
Printed Name: _____			
Printed Name: _____			

Contact Information

Property Owner/Applicant*

Name & Title:

Primary Mailing Address:

Email:

Phone:

Point of Contact (If different than above)**

Point of Contact Name:

Primary Mailing Address:

Email:

Phone:

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 type="checkbox"/>	Annexation Petition Fee (see the Development Fee Guide webpage for current fee)	
<input type="checkbox"/>	If a request for sewer only , submit a copy of the contract for service with Raleigh Water	
<input type="checkbox"/>	Written metes and bounds description of the property to be annexed must be attached to this application.	
<input type="checkbox"/>	Electronic Word document of the written metes and bounds must be emailed to: rezoning@raleighnc.gov .	
<input type="checkbox"/>	Survey or Plat 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 type="checkbox"/>	City or County Property Map 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 existing and proposed city limits .	
<input type="checkbox"/>	Copy of Approved Preliminary Site Plan or Final Site Plan showing City Building Permit Transaction Number or Group Housing Number (GH-_____-13, etc.) or	Copy of Subdivision Plat submitted for lot recording approval with City file number (S-_____-13, etc.)
<input type="checkbox"/>	Projected Market Value of Development at build-out (land and improvements).	
<input type="checkbox"/>	General Annexation Area Data: 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 type="checkbox"/>	This application form completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines noted in section B of this application , pages 1 and 2.	
Required, but often missing information. Please make sure to include the following:		
<input type="checkbox"/>	Correct Parcel Identification Number(s) (PIN). Call Wake County Geographic Information Services at 919-856-6360, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for annexation is only a portion of an existing parcel.	
<input type="checkbox"/>	Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u>	
<input type="checkbox"/>	Corporate Seal for property owned by a corporation.	
<input type="checkbox"/>	Rezoning Application , if the property is currently outside Raleigh's Extraterritorial Jurisdiction .	