

Voluntary Annexation Petition

Town of Pittsboro | 287 East Street Pittsboro, NC 27312 | (919) 542-4621



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

(Internal Use Only)

Application #:

Submittal Date:

Fee Paid \$

Check #:

VOLUNTARY ANNEXATION: Upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. A petition submitted pursuant to North Carolina General Statute 160A-58.1 need not be signed by the owners of real property that is wholly exempt from property taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations

Submittal requirements:

- | | |
|--|--|
| ☐ Town of Pittsboro Annexation Petition | ☐ Uploaded Plat (18"x24" or 24"x36") |
| ☐ Annexation Petition Application Fee | ☐ Legal Description written in Metes and Bounds |
| ○ Online in OpenGov | |
| ○ In Person: Check payable to "Town of Pittsboro" | |

REVIEW AND APPROVAL PROCESS

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- **SUBMITTAL:** Submit the application with signatures, legal description, and Annexation Plat via OpenGov. After initial intake and review, the Annexation Petition fee can be paid in OpenGov.
 - All owners of real property within the requested area of annexation must sign the petition. Signatures should match those on the property deed and should include the spouse's signature if the property is jointly owned through marriage.
 - i. If the owners of real property are a corporation, the authorized corporate representative must sign the petition. The representative should match the authorized representative registered with the North Carolina Secretary of State's Office or the Secretary of State for which the corporation is registered.
 - ii. Please submit a petition with either a digital signature or an original, wet signature. Digital signatures can be submitted via DocuSign or Adobe E-Signature. No other digital signature format is accepted. Wet signatures must be notarized before an annexation petition will be accepted.
 - All documents are shown on the Annexation Plat checklist that is attached to the petition.
 - If the property is outside of the Town of Pittsboro ETJ, a Rezoning Application must be filed simultaneously and a copy must be submitted with the Annexation Petition.

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- **REVIEW BY STAFF:** The Planning Division and Town Clerk review the annexation submission. Comments will be sent to the applicant via OpenGov. There is an initial 30 business day review cycle with three (3) Board of Commissioners meetings. Expect an estimated minimum of 3-4 months for review/approval.
- **DESIGNATION OF ANNEXATION NUMBER:** The application is assigned an annexation number once the annexation petition is received.
- **1st BOARD OF COMMISSIONERS MEETING:** This meeting is typically held on the 2nd Monday of each month. The Board of Commissioners will pass a resolution directing the Town Clerk to investigate the annexation petition.
- **2nd BOARD OF COMMISSIONERS MEETING:** The Town Clerk will present to the Board of Commissioners a Certificate of Sufficiency indicating that the annexation petition is complete. A date of the public hearing is then set.
- **LEGAL ADVERTISEMENT:** A legal advertisement will be published in the newspaper no more than 25 days and no less than 10 days prior to the date of the public hearing. A sign will be posted on the property adjacent to the right-of-way.
- **3rd BOARD OF COMMISSIONERS MEETING/PUBLIC HEARING:** This meeting is typically held on the 2nd Monday of each month. The Board of Commissioners will either adopt or deny an ordinance to extend the corporate limits of the Town of Pittsboro.
- **RECORDATION:** If the annexation is approved by the Board of Commissioners, the Town Clerk and/or Planning staff will request one (1) annexation plat mylar to be submitted for signatures. Annexation Plats recorded at the Chatham County Register of Deeds, as appropriate. Chatham County Register of Deeds will keep the recorded mylar. One (1) paper copy and/or an e-file copy (electronically emailed) will be returned to the Town.
 - Electronically recording is permitted if the applicant has an MOU

VESTED RIGHTS:

The North Carolina General Statutes require those petitioning for annexation to file a signed statement regarding vested rights. The statement must declare whether vested rights have been established in accordance with NC 160D-108 and NC 160-D-108.1 for the properties subject to said annexation. Failure to declare such rights on this petition shall result in the termination of vested rights previously granted for the property and/or properties.

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TO THE BOARD OF COMMISSIONERS PITTSBORO, NORTH CAROLINA

1. We, the undersigned owners of real property, respectfully request that the area described in Part 4 below will be annexed to the Town of Pittsboro, Chatham County, North Carolina.
* If the owner of real property is a corporation or religious entity, attach a copy of the articles of incorporation describing who is/are authorized to sign the petition.
2. The area to be annexed is ☐ contiguous, ☐ non contiguous (satellite) to the Town of Pittsboro, North Carolina and the boundaries are as contained in the metes and bounds description attached hereto.
3. If contiguous, this annexation will include all intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.

OWNER INFORMATION

Owner Name (Please print)	Property PIN or Deed Book & Page #
Phone Number	Email Address
Owner Name (Please print)	Property PIN or Deed Book & Page #
Phone Number	Email Address
Owner Name (Please print)	Property PIN or Deed Book & Page #
Phone Number	Email Address

SURVEYOR INFORMATION

Surveyor:	
Phone:	Fax:
Email Address:	

ANNEXATION SUMMARY CHART

Property Information	Reason(s) for annexation (select all that apply)
Total Acreage to be annexed:	Need water service due to well failure
Population of acreage to be annexed:	Need sewer service due to septic system failure
Existing # of housing units:	Water service (new construction)
Proposed # of housing units:	Sewer service (new construction)
Zoning District *:	Receive Town Services

* If the property to be annexed is not within the Town of Pittsboro's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish a Pittsboro zoning designation. Please contact the Planning Department with questions.

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VOLUNATRY ANNEXATION PETITION

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COMPLETE IF SIGNED BY INDIVIDUALS

All individual owners must sign. (If additional signatures are necessary, please attach in additional sheet).

_____ Please Print	_____ Signature
_____ Please Print	_____ Signature
_____ Please Print	_____ Signature

STATE OF NORTH CAROLINA
COUNTY OF _____

Sworn and subscribed before me, _____, a Notary Public for the above State and County,
this the _____ day of _____, 20____.

Notary Public _____

SEAL

My Commission Expires: _____

COMPLETE IF A CORPORATION

In witness whereof, said corporation has caused this instrument to be executed by its President and attested by its Secretary by order of its Board of Directors, this the _____ day of _____, 20____.

SEAL

Corporate Name _____

Attest:

President (Signature) _____

(Signature) Secretary (Signature)

STATE OF NORTH CAROLINA COUNTY OF _____

Sworn and subscribed before me, _____, a Notary Public for the above State and County,
this the _____ day of _____, 20____.

SEAL

Notary Public _____

My Commission Expires: _____

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COMPLETE IF IN A LIMITED LIABILITY COMPANY

In witness whereof, _____ a limited liability company, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Limited Liability Company

By: _____

Signature of Member/Manager

STATE OF NORTH CAROLINA

COUNTY OF _____

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public _____

SEAL

My Commission Expires: _____

COMPLETE IF IN A PARTNERSHIP

In witness whereof, _____, a partnership, caused this instrument to be executed in its name by a member/manager pursuant to authority duly given, this the ____ day of _____, 20____.

Name of Partnership

By: _____

Signature of General Partner

STATE OF NORTH CAROLINA

COUNTY OF _____

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public _____

SEAL

My Commission Expires: _____

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VOLUNTARY ANNEXATION PLAT CHECKLIST

FOR APPLICANT USE ONLY

PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

#	REQUIRED PLAT ITEMS
1.	The exact boundary lines of the area to be annexed fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing town limits, labeled and distinctly marked. Include full right-of-way if the area on both sides is or will be in the corporate limits.
2.	Show and label any utility easements with metes and bounds.
3.	Accurate locations and descriptions of all monuments, markers, and control points.
4.	Ultimate right-of-way widths on all streets.
5.	Entitle "ANNEXATION MAP for the TOWN OF PITTSBORO" or "SATELLITE ANNEXATION MAP for the TOWN OF PITTSBORO", as appropriate
6.	Name of property owner(s).
7.	Name, seal, and registration of Professionally Licensed Surveyor (PLS).
8.	Date of the survey and map preparation; a north arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale; and declination.
9.	Names of the township, county, and state.
10.	A detailed vicinity map
11.	Include address of property if assigned.
12.	Show all contiguous or non-contiguous town limits.
13.	In a Site Data Table, please provide location(s), Parcel ID(s), Zoning District(s), Acreage, and Existing Use
14.	Certificates. Please see last page of application for the required certificates
15.	Leave 2 inch by 2 inch space for the Chatham County Register of Deeds stamp on the plat. All final plat paper copy and/or e-file copy must be stamped and signed before they can be accepted by the Town.

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CERTIFICATES

The following certification must be placed on the map near a border to allow the map to be sealed:

CERTIFICATION OF APPROVAL FOR RECORDING

I hereby certify that the annexation plat hereon has been found to comply with the annexation regulations for the Town of Pittsboro and the State Of North Carolina and that it has been approved for recordation in the Chatham County Register Of Deeds.

Town of Pittsboro Certifying Official

Date

REVIEWER OFFICER CERTIFICATION

State of North Carolina

I, _____, review officer of Chatham County, North Carolina, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date