



ANX-

Date received:

Application to Petition for Voluntary Annexation into Rolesville Town Limits

Planning Department • 502 Southtown Circle | Rolesville, NC 27571 | planning@rolesville.nc.gov | 919-554-6517

Section A Submittal

Applications to petition for voluntary annexation are accepted by the Planning Department according to our [submittal process](#). Please submit your complete application by the next deadline date (typically the 1st of the month unless it is a weekend day). [Fees](#) are invoiced and review will start after receipt of a complete application.

The items below are **required** to complete your application. ***Your application will not be processed until all documents are received.**

1. Please complete a **separate application for each Parcel** Identification Number/Real Estate Identification Number/Property Owner.
2. A copy of the last **deed of record stamped with the Register of Deeds Book of Maps and Page number**.
3. A clear and legible **annexation boundary plat or map prepared by a professional land surveyor** showing the boundaries of the area or property requested for annexation into the Town of Rolesville.
4. A **written legal description of the metes and bounds** based on the annexation boundary map or plat.
5. A complete **Property Owner Consent Form**.

Section B Legal Disclosure

Voluntary Annexation- A voluntary process initiated by landowners to join the towns limits and acquire city services.

§ 160A-31. Annexation by petition.

The governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all the real property located within such area. The petition shall be signed by each owner of real property in the area and shall contain the address of each such owner. The town shall advertise in the local newspaper at least 10 (ten) but no more than (25) twenty-five days prior to the public hearing.

Vested Rights – Site-specific vesting plans are commonly tied to existing development approvals such as special use permits, and subdivision plats. Vesting rights must include a sufficient level of detail, as outlined in the statutes, and must be identified and approved through a legislative hearing.

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 vested rights for the property subject to this petition?

Yes **No**

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

Section C Project and Property Information

❖ **If no project name is given, the primary address will be used.**

❖ **Additional parcel information may be attached if multiple properties are owned by one person (attachment A).**

Development Project Name:

Street Address(es) of property requesting to be annexed:

- 1.
- 2.
- 3.
- 4.
- 5.

PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
Total Acreage of Requested Annexation Site		Linear Feet of New Public Streets within Annexation Boundaries:		

Section D Property Owner Information

Applicant/Owner or Project Contact Information

We, the undersigned owners of the real properties contained in the legal metes and bounds description and plat/map attached, request that the area described be annexed into the Town of Rolesville, North Carolina. By signing below, we acknowledge that all information is correct.

*** NOTE: If the property is owned by Individuals, all legal owners must sign the application for each parcel including both spouses. If the property is owned by multiple owners, please attach a separate Applicant/Owner Contact Information sheet (attachment B).**

*** NOTE: If the property is owned by a Company or Corporation, the Company or Corporation must be legally registered with the State of North Carolina- Office of the Secretary of State.**

*** Please attach a separate notarization of signature sheet for a Company or Corporation.**

Applicant/Owner Contact Information

Property Owner(s) Printed Name(s):

1. _____ 2. _____

Applicant/Property Owner mailing address:

1. _____ 2. _____

Phone Number(s) and email address(es):

1. _____ 2. _____

1. _____ 2. _____

Property Owner Signature(s)

1. _____ 2. _____

Project Contact Information (if different than the property owner)

Name of Corporation:

Name of Registered Agent:

Corporation Address:

Corporation Phone Number and email address:

I, _____, a Notary Public for said County and State, do hereby certify that the above signed individual(s) appeared before me this day and signed the foregoing instrument.

Witness my hand and official seal, this _____ day of _____, 20____.

Notary Public

Notary Seal

My commission expires: _____

Section E Annexation Petition

State of North Carolina, County of Wake, Petition of Annexation of Property to the Town of Rolesville, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section D) respectfully request the annexation of said property to the Town of Rolesville, 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 Subdivision 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 Town of Rolesville, NC, or

Non Contiguous to the municipal limits of the Town of Rolesville, NC and is located within three miles of the municipal limits of the Town of Rolesville, NC (pursuant to [Chapter 989 of the Sessions Law of North Carolina, 1967](#)).

Distance in miles to closest parcel located in town limits: [Click or tap here to enter text..](#)

Section F Submittal (Application Packet) Checklist

Annexation Petition Each parcel/property requires a separate annexation petition (application packet).

Property Owner Consent Form Please complete a separate [form](#) for each Annexation Petition (application). All real property owners must sign and date the application. Please confirm the **Correct Parcel Identification Number(s) (PIN)**. Call Wake County Geographic Information Services at 919-856-6360, if there are any questions 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.

Property Owned by a Corporation must include a Corporate Seal (refer to **Section D**).

DEED- A copy of the last deed of record stamped with the Register of Deeds Book of Maps and Page number for proof of ownership.

Annexation Boundary 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.

Metes and Bounds- A legal description of the written metes and bounds description based on the annexation boundary plat/map.

Additional Property (PIN and REID) information (attachment A)

Street Address(es) of property requesting to be annexed:

- 1.
- 2.
- 3.
- 4.
- 5.

PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed
PIN	REID	Deed BM#	Deed PG#	Acreage to be annexed

Additional Applicant/ Owner Contact Information (Attachment B)

*Please use this attachment only if the Deed has multiple names listed and all parties own one single parcel/property. Please submit a separate application/petition for each parcel/property requesting annexation.

Property Owner(s) Name(s):

- 1.
- 2.
- 3.
- 4.
- 5.

Applicant/Property Owner mailing address:

- 1.
- 2.
- 3.
- 4.
- 5.

Phone Number(s) and email(s):

- 1.
- 2.
- 3.
- 4.
- 5.