



TOWN of WAKE FOREST

Annexation Petition Submittal Checklist

NCGS allows the Town to extend its corporate boundaries through annexation. Annexation may be initiated by the Town or by the owners of the subject property. Annexation is required prior to the provision of Town services as well as water and sewer services. Annexation does not guarantee the availability of such services. Annexation is required prior to construction plan approval for those developments requesting Town services and water and sewer service. Annexation is required before or concurrent with rezoning and development applications for property within the Town's Urban Service Areas or annexation agreement areas.

A General Requirements

- 1 Either a [Contiguous Annexation](#) or a [Non-Contiguous Annexation](#) petition must be completed and submitted to the office. The signature on the petition must be that of either the property owner(s) or if owned by a business the registered agent. If there are multiple property owners all owners must sign the petition. If the signature is not that of the registered agent, documentation proving signing authority is required. Digital signatures are acceptable. **The application will not be accepted for review until the petition is received with all required signatures.**
- 2 Legal Description with metes and bounds description, survey, and Deed Book & Page (word & pdf).
- 3 If the property to be annexed is not within the Town of Wake Forest's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish a Wake Forest zoning designation. A future land use map amendment may also be required.

B Annexation Map

- 1 Proposed map, showing the specific parcel(s) that are proposed for annexation. Required general information to be shown on the map includes:
 - i. Title of Map:
 - o "Annexation Map for the Town of Wake Forest" for contiguous annexation; or
 - o "Satellite Annexation Map for the Town of Wake Forest" for non-contiguous annexation
 - ii. In Title Block:
 - o Name of project, address(es), and County PIN(s)
 - o Location of property which includes the County, State, Township, and City as Per NCGS 47-30
 - o Applicable Dates
 - Survey and plat preparation
 - Revision history (with descriptions)
 - o Design Professional's name, seal, and registration
 - o Numerical and graphic scale
 - iii. Name of property owner
 - iv. Names of the township, county, and state
 - v. Detailed vicinity map

	vi. North arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale, and declination
	vii. Accurate locations and descriptions of all monuments, markers, and control points
	viii. Map shall show 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 area on both sides is or will be in the corporate limits
	ix. If the property is contiguous, the map shall show 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. Label street names and include NCDOT State Road numbers, if applicable
	x. Add the following blocks near the border for the Town Clerk's seal with applicable information filled in:
	Annexation Map: AN-XX-XX, Name of Annexation XX.XX± Acres Town of Wake Forest Fulfills requirements of N.C.G.S. 160A-29 Ordinance # Adopted: Effective Date of Annexation:
	<p>I, Theresa Savary, Town Clerk, Town of Wake Forest, North Carolina certify that this is a true and accurate map of annexation adopted the _____ day of _____, 20____, by the Wake Forest Board of Commissioners. I set my hand and seal of the Town of Wake Forest,</p> <p>_____, 20_____</p> <p>_____</p> <p>Theresa Savary</p>