



Town of Clayton  
Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-5002  
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## PETITION FOR VOLUNTARY ANNEXATION

**VOLUNTARY ANNEXATION:** Upon receipt of a valid petition signed by all 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.

Applications are accepted on a rolling basis and can be submitted to the Town of Clayton Planning Department.

**Review Fee:**  
**Application Review Fee: \$200**  
**Advertisement Fee: \$200**  
**Please note that fees are subject to change annually**

### **PROCESS:**

**Review by Staff:** The Planning, Engineering and Public Works Departments review the annexation submission. Comments will be sent to the applicant.

**Annexation Plat Submission:** After the map and legal description are deemed sufficient by the Town, the applicant is required to submit two (2) Mylar annexation plats to the Planning Department.

**Town Council Meeting:** The Town Council will pass a resolution directing the Town Clerk to investigate the annexation petition. The Town Clerk will present to the Town Council a Certificate of Sufficiency indicating that the annexation petition is complete. A resolution setting the date of the public hearing is then approved.

**Legal Advertisement:** A legal advertisement will be published no more than 25 days and no less than 10 days prior to the date of the public hearing.

**Public Hearing/Town Council Meeting:** The Town Council will either adopt or deny an ordinance to extend the corporate limits of the Town of Clayton.

**Recordation:** If the annexation is approved by the Town Council, the Annexation Plats shall be recorded at the appropriate county Register of Deeds.

**Petition for Voluntary Annexation Application**

- 1. **Application Type:**  Individual  Corporation  LLC  Partnership
- 2. **The proposed annexation will be:**  Contiguous Annexation  Non-Contiguous Annexation
- 3. **Does the proposed annexed parcel(s) need to be rezoned?**  Yes  No

*If 3 acres or more please submit a rezoning application to be run concurrently.*

**Property Information**

**To the Town Council of the Town of Clayton, North Carolina:**

- 1. I/We the undersigned owner(s)\* of real property respectfully request that the area described in Paragraph 2 below be annexed to the Town of Clayton, 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 with the petition.

- 2. The area to be annexed is  contiguous,  non-contiguous to the Town of Clayton, North Carolina and the boundaries of such territory are as provided in the boundary plat 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.
- 4. Attached is a statement of the schedule for full development of the property to be annexed, which includes the type, number, and estimated value of planned improvements, if applicable.

Total Acreage to be annexed: \_\_\_\_\_ Existing Housing Units: \_\_\_\_\_

Population of acreage to be annexed: \_\_\_\_\_ Fire District: \_\_\_\_\_

Existing Zoning District\*: \_\_\_\_\_ Proposed Town Zoning District\*: \_\_\_\_\_

County Recorded Plat Book and Page #: \_\_\_\_\_

Reason for petitioner to annex: \_\_\_\_ Receive Town Services \_\_\_\_ Other (please specify): \_\_\_\_\_

- 5. **I/We** acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate on the following page, and attach proof.)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Petition Number: \_\_\_\_\_

**\*This page must be notarized prior to submitting to the Town for review\***

**Complete ONLY if applying for an individual annexation and if property is owned by individual (s):**

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature

**Complete ONLY if applying for a Corporation Annexation:**

**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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Corporate Name: \_\_\_\_\_

SEAL

By: \_\_\_\_\_  
(Signature)

Attest: \_\_\_\_\_  
Secretary (Signature)

**Complete ONLY if applying for a Limited Liability Company Annexation:**

**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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name of Limited Liability Company: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Member/Manager

**Complete ONLY if applying for a Partnership Annexation:**

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

Name of Partnership: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of General Partner

By: \_\_\_\_\_

**STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON**

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

\_\_\_\_\_  
Notary Public

SEAL

My Commission Expires: \_\_\_\_\_

## Voluntary Annexation Plat Checklist

#	Required Plat Items
1.	Fully dimensioned by metes and bounds, and the location of intersecting boundary lines of the 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.	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 CLAYTON" OR "SATELLITE ANNEXATION MAP FOR THE TOWN OF CLAYTON," 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.	Leave 2-inch by 2-inch space for the county Register of Deeds stamp on the plat. All final plats must be stamped and signed before they can be accepted by the Town.