



**TOWN OF CLAYTON**  
 Planning Department  
 111 E. Second St., P.O. Box 879  
 Clayton, NC 27528  
 Phone: 919-553-5002  
 Fax: 919-553-1720

## PETITION FOR VOLUNTARY ANNEXATION

**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.

Applications are due by 5pm on the first working day of each month.

### REQUEST INFORMATION

**Contiguous Annexation**

**Non-Contiguous Annexation**

The following items must accompany an annexation petition:

| <b>To be completed by the applicant:</b>   | <b>Included?</b>         |                          |
|--|--------------------------|--------------------------|
|  | <b>Yes</b>               | <b>No</b>                |
| 1. Petition for Annexation with original signatures  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A boundary plat of the area to be annexed meeting requirements of the Plat Checklist (included in this application packet). | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Legal Description (metes and bounds)  | <input type="checkbox"/> | <input type="checkbox"/> |

**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 – PROPERTY INFORMATION  
COMPLETE IF PROPERTY IS OWNED BY INDIVIDUAL(S)**

**Submittal Date:** \_\_\_\_\_

**Petition No.:** \_\_\_\_\_

**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: \_\_\_\_\_  
 Existing Zoning District\*: \_\_\_\_\_  
 Proposed Town Zoning District\*: \_\_\_\_\_ Fire District: \_\_\_\_\_  
 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 below and attach proof.)

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

**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. | <p>The following certification must be placed on the map near a border to allow the map to be sealed:</p> <p>Annexation # _____</p> <p>I, Samantha Wullenwaber, MPA, Planning Director, Clayton, North Carolina certify this is a true and exact map of annexation adopted the _____ day of _____, _____, by the Town Council. I set my hand and seal to the Town of Clayton, _____.</p> <p style="text-align: right;">Day/Month/Year</p> <p>_____</p> <p>Samantha Wullenwaber, MPA</p> |
| 14. | 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.  |