



SECTION 6.04

Voluntary Annexation

For more information about requests for waivers of voluntary annexation, see Section 1.00 Introduction and Section 6.06 Development Waivers. [Added Resolution #18-37]*

VOLUNTARY ANNEXATION PETITION

Expected Review Time: Approximately 60-75 days [Amended Resolution 19-02]*

Primary Processing Department: Planning & Zoning and Town Clerk's Office

Departments involved in Voluntary Annexation review process: Planning & Zoning, Town Clerk, Engineering

Voluntary Annexation Procedures

Notes:

- Voluntary Annexations can only be considered when submitted by the Property Owner(s) of the land being requested to be annexed
- The property must meet the NC General Statute requirements for annexation by the Town of Holly Springs regarding location and contiguity to the Corporate Limits of the Town.

Prior to Filing Petition:

1. A Scoping Meeting may be scheduled through the Department of Planning & Zoning to receive additional information regarding the petition filing requirements and the process. [Amended Resolution 18-37]*

Petition Filing:

1. Submit Petition for Voluntary Annexation as well as any supporting documentation to the Department of Planning & Zoning. The Voluntary Annexation Packet provides a detailed list of all submittal requirements.
2. The Department of Planning & Zoning will notify Applicant of an incomplete application or any missing information within two (2) business days after the submittal date. This information must be completed and submitted prior to processing of the Petition request. If the missing information is not submitted within one (1) week of notification, the petition will be marked incomplete and returned to the Petitioner.

Petition Review Process: [Renumbered Resolution 18-37]*

1. The Department of Planning & Zoning will forward a copy of the completed petition to all Staff in the specific review process.
2. Staff will review the submitted petition and associated maps and the Department of Planning & Zoning will forward all Staff comments to those named on the Petition.
3. The Town Clerk's Office will place the Petition Request on the next available Town Council's Agenda to request consideration of the request and to direct Staff to determine the sufficiency of the Petition and to schedule the date and time of the Public Hearing. [Amended Ordinance #04-06]
4. The Town Clerk's Office will advertise the public hearing notice and mail notice of public hearing to the Petitioner(s).

5. Revised maps and any requested information must be submitted for staff review a minimum of ten (10) days prior to the Town Council Public Hearing. [Amended Ordinance #04-06]

Determination of Official Action:

1. The Town Council shall direct staff to determine sufficiency of the Voluntary Annexation Petition and set a date for the Public Hearing and determination. [Amended Ordinance #04-06]
2. The Town Clerk's Office shall prepare a report and Ordinance and forward them to the Town Council's prior to the Public Hearing. [Amended Ordinance #04-06]
3. Staff and the Petitioner shall attend the Public Hearing before the Town Council. The Public Hearing shall be conducted in conformance with the Legislative Public Hearing Procedures in Section 1.03 of this Manual. After the Public Hearing, the Town Council may make a final determination to either: approve, deny, or table the Petition. [Amended Resolution #15-26]*
4. The Town Clerk's Office will notify all persons named on the Petition for Voluntary Annexation regarding the Town Council's decision within ten (10) business days of their action by first-class U.S. Mail. [Amended Ordinance #04-06]
5. The Town Clerk's Office will record all maps and ordinances with the Wake County Register of Deeds Office and the N.C. Secretary of State.
6. The Town Clerk's Office will notify all taxing, utility, emergency response, and elections officials of approved annexations.