

TOWN OF HOLLY SPRINGS VOLUNTARY ANNEXATION PACKET

DPM Appendix #A.14
Supplement #18
April 2022



General Information

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 Statutes requirements for annexation by the Town of Holly Springs. If you have questions, call Development Services at (919) 557-3908.

FOR MORE INFORMATION:

Review Process: Town of Holly Springs Unified Development Ordinance (UDO) – Section 11.7

The full review procedures for Voluntary Annexation can be found in the *Town of Holly Springs Unified Development Ordinance*.

Submittal Requirements

All information required as part of your petition must be submitted as one (1) pdf file on the Holly Springs City View Portal: <https://cityview.hollyspringsnc.gov/portal>. You must register an account and then click on “Apply for a Planning & Zoning Review” underneath “Preliminary Development Approval”.

Only complete submittals will be processed. The following items must be submitted with the Voluntary Annexation Petition to be deemed a complete submittal:

- Original Petition signed and notarized by ALL Owners of the property (i.e. husband and wife; all heirs; etc.)
- Voluntary Annexation Utility Worksheet
Required for Minor Subdivisions or individual lots of record without Town of Holly Springs utility taps or approved tap permits. Not required for annexation associated with a Development Petition.
- Legal description of the area to be annexed in digital (Word) format
Note: All legal descriptions shall contain references to inorganic monuments and all starting references on surveys or legal descriptions shall describe a course and distance from either the closest NCGS monument or Town of Holly Springs geodetic monument, regardless of the distance thereto.
- 1 digital copy (pdf format) of the complete last deed of record for each parcel of property to be annexed
- 1 digital copy (pdf format) of the draft annexation plat prepared by a Registered Land Surveyor including the following information:

- o Title block

Annexation Map for Town of Holly Springs
Annexation File #: _____

- o Vicinity map showing location of property in relation to the primary corporate town limits, (indicate where corporate limits are adjacent to the property or the location of the closest point of the primary Town Limits)
- o Clearly denote the location of the Monument start point of the written legal description
- o Annexation plat shall include the entire parcel area, including, if applicable and owned by the applicant, the area within NCDOT, public, or private street easements or highway right-of-way where such entity has not purchased or acquired such easement or right-of-way fee simple.
- o Surveyors' certificate
- o Review Officer's Certificate shall be provided on each sheet

Review Officer's Certificate
State of North Carolina

Wake County

I, _____, Review Officer of Wake County, certify that the plat or map to which this certification is affixed meets all statutory requirements for recording.

Review Officer

Date

- o Notarized Certificate of Ownership. Each individual owner's signature is to be provided and notarized on the mylar copies of the annexation plat. Add additional owner lines and notary statements as needed.

Certificate of Ownership and Annexation:

I hereby certify that I am the owner of the property shown and described hereon and that I hereby annex this property into the Corporate Limits of the Town of Holly Springs.

(Company/LLC Name)

(Signature)

Date

(Print Name)

Title

State of North Carolina

County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20 _____. (Official Seal)

Notary Public My commission expires _____, 20 _____.

Additional Information

After the draft annexation plat is approved by Town staff, three (3) mylar copies of the Annexation Plat and (15) 11"x17" paper copies shall be submitted **prior** to the Public Hearing and official action by the Town Council along with a check in the amount of \$21 (per mylar sheet) + \$26 (Ordinance) payable to Town of Holly Springs to cover the recordation fee.

VOLUNTARY ANNEXATION PETITION



To the Town Council of the Town of Holly Springs:

We, the undersigned, being all of the owners of the real property described herein, respectfully request that the area described herein be annexed to the Town of Holly Springs pursuant to the provisions of NCGS § 160A-31.

The area to be annexed is **contiguous** **non-contiguous** to the existing Town Limits of Holly Springs and the boundaries of such territory are as indicated below and on the attached map and description.

For DS Use only Date Received:

Property Information:

If only part of a parcel is included, then write "Part" after the Wake County Parcel Identification Number and Real Identification number(s).

Name(s) of Property Owner(s)	PIN	Deed Book & Page #	Acreage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Acreage of Annexation Area: _____

Existing Population: _____ Number of existing residential dwelling units: _____

Is the annexation parcel(s) within the Town of Holly Springs ETJ? yes no (the property will be zoned Holly Springs RR In conjunction with the annexation approval)

Do you currently have a valid site specific development plan with another jurisdiction? If so, do you declare vested rights? yes no

We acknowledge that any zoning vested rights acquired pursuant to NCGS § 160A-385.1 or NCGS § 153A-344.1 must be declared and identified on this petition. 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 "yes" and attach proof.)

Each parcel has a valid Town of Holly Springs water and wastewater tap or permit on the property. If checked, the Voluntary Annexation Utility Worksheet is not required to be submitted.

Owner signature Date

The appropriate Owner Acknowledgement sheet must be attached to this petition to be valid.

Petition Contact Information: (complete each contact in its entirety- please print or type)

Applicant/Primary Contact

(check one) Owner Owner's Agent Design Professional Developer Other _____
Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Surveyor

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Developer

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Other: _____ (any other contact that should receive comments and correspondence for this project)

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ Alternate Telephone # (_____) _____
Fax # (_____) _____ E-Mail _____

Property Owner - Required

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Property Owner - Required

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Property Owner - Required

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

Property Owner - Required

Name _____ Company _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone # (_____) _____ E-Mail _____

VOLUNTARY ANNEXATION UTILITY WORKSHEET



CERTIFICATION OF ACCESS TO TOWN UTILITY SERVICES FOR VOLUNTARY ANNEXATION

NOTE: This form requires the signature and seal of a Professional Engineer or Land Surveyor

I, _____, certify that I have provided a true and accurate map of the parcels to be annexed and have indicated the proposed location of Water and Wastewater tie-in points, invert of manhole elevations and proposed structures, length of pipe and all existing or necessary easements and have determined the following regarding Wake County PIN(s):

And have notified the Owner of all applicable fees that may be associated with connection to the Town's utility systems.

Wastewater:

- The property is currently connected to the Town of Holly Springs wastewater system and has a sewer clean out.
- The property has direct access to the Town's wastewater system
 - with existing easement(s) with easement(s) to be acquired
- Can be served by gravitational flow to the Town's wastewater system with appropriate documentation provided
- Cannot be served by gravity to the Town's wastewater system
- Adequate easements, right-of-way, or other documents are in place to allow for the connection to the Town's wastewater system (documentation attached) or shall be acquired at the Owner's expense prior to connection.
- The property is located more than 1,000' from the closest connection point to the Town's wastewater system.
- Other _____

Water:

- The property is currently connected to the Town of Holly Springs potable water system and has a meter.
- The property is has direct access to the the Town's potable water system
 - with existing easement(s) with easement(s) to be acquired
- Can be served by the Town's potable water system
- Cannot be served by the Town's potable water system
- Adequate easements, right-of-way, or other documents are in place to allow for the connection to the Town's potable water system (documentation attached)
- The property is located more than 1,000' from the closest connection point to the Town's potable water system.
- Other _____

Professional Certification

(check one) Engineer Land Surveyor Other _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # () _____ E-Mail _____

Signature: _____ Date: _____

(Seal)

OWNER'S AUTHORIZATION- VOLUNTARY ANNEXATION BY INDIVIDUALS



All individual owners, including both husband and wife, and all joint tenants must sign the Petition to be valid. (Attach additional sheets if necessary)

We, the undersigned, being all Owners of the Real Property described herein,

- are familiar and aware of Town fees and ad valorem taxes upon annexation, and
- understand that all costs necessary to serve the property with water and wastewater shall be the responsibility of the Owners at the time of connection

have received the completed and signed Voluntary Annexation Utility Worksheet (check if applicable)

understand that this property is more than 1,000' from Town public water and/or wastewater systems, but want to have this property annexed into the Corporate Town Limits of Holly Springs for other purposes (check if applicable)

PIN	Owner's Name	Signature	Date

State of North Carolina, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20 ____.

(Official Seal) Notary Public My commission expires _____, 20 ____.

OWNER'S AUTHORIZATION- VOLUNTARY ANNEXATION BY LIMITED LIABILITY COMPANY



- We, the undersigned, being all Owners of the Real Property described herein,**
- are familiar and aware of Town fees and ad valorem taxes upon annexation, and**
 - understand that all costs necessary to serve the property with water and wastewater shall be the responsibility of the Owners at the time of connection**
- have received the completed and signed Voluntary Annexation Utility Worksheet** *(check if applicable)*
- understand that this property is more than 1,000' from Town public water and/or wastewater systems, but want to have this property annexed into the Corporate Town Limits of Holly Springs for other purposes** *(check if applicable)*

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 the _____ day of _____, 20_____.

Name of Limited Liability Company: _____

By: _____

Printed Name	Signature	Title	Date
--------------	-----------	-------	------

State of North Carolina, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20_____.

(Official Seal) Notary Public My commission expires _____, 20_____.

OWNER'S AUTHORIZATION - VOLUNTARY ANNEXATION BY CORPORATION



We, the undersigned, being all Owners of the Real Property described herein,

- are familiar and aware of Town fees and ad valorem taxes upon annexation, and
- understand that all costs necessary to serve the property with water and wastewater shall be the responsibility of the Owners at the time of connection

- have received the completed and signed Voluntary Annexation Utility Worksheet (check if applicable)
- understand that this property is more than 1,000' from Town public water and/or wastewater systems, but want to have this property annexed into the Corporate Town Limits of Holly Springs for other purposes (check if applicable)

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 the _____ day of _____, 20_____.

Corporate Name: _____

By: _____

President Printed Name	Signature	Date
------------------------	-----------	------

Attested By: _____

Secretary Printed Name	Signature	Date
------------------------	-----------	------

State of North Carolina, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the _____ day of _____, 20_____.

(Official Seal) Notary Public My commission expires _____, 20_____.

OWNER'S AUTHORIZATION - VOLUNTARY ANNEXATION BY PARTNERSHIP



We, the undersigned, being all Owners of the Real Property described herein,

- are familiar and aware of Town fees and ad valorem taxes upon annexation, and
- understand that all costs necessary to serve the property with water and wastewater shall be the responsibility of the Owners at the time of connection

- have received the completed and signed Voluntary Annexation Utility Worksheet (check if applicable)
- understand that this property is more than 1,000' from Town public water and/or wastewater systems, but want to have this property annexed into the Corporate Town Limits of Holly Springs for other purposes (check if applicable)

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

Name of Partnership: _____

By: _____

Printed Name	Signature	Title	Date
--------------	-----------	-------	------

State of North Carolina, County of _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the ____ day of _____, 20 ____.

(Official Seal) Notary Public My commission expires _____, 20 ____.