



Town of Pittsboro, North Carolina

Department of Planning
(919) 542-4621, Ext. 34

MEMORANDUM

TO: Interested Parties

RE: Voluntary Annexation Requirements

To request annexation a Petition to Annex must be filed and it must contain a boundary description and a list of adjoiners with their mailing addresses.

A survey map sealed by a registered surveyor outlining the area to be annexed is required. The Town is required to record the annexation with the Register of Deeds office. Submit a paper copy for review and comment prior to submitting a final mylar.

A written metes and bounds sealed description of the annexation area must also be submitted.

This is presented to the Commissioners who ask the Clerk to Certify the Sufficiency of the application. A public hearing is scheduled and conducted and the Commissioners take action and set a date for the annexation to be final.

Town Hall ~ PO Box 759 ~ Pittsboro, NC 27312
Email: swbass@pittsboronc.gov
Phone: (919) 542-4621, ext. 34
Fax: (919) 542-7109



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TOWN OF PITTSBORO

ANNEXATION FEE (Effective July 1, 2010):
\$375.00

ANNEXATION PETITION

PETITION # _____

TO THE TOWN Board of Commissioners, Town of Pittsboro, Chatham County - North Carolina
WE THE UNDERSIGNED OWNERS of the real property referenced below respectfully request that the area described in this petition be annexed and made part of the Town of Pittsboro, North Carolina.

PROPERTY INFORMATION - Please complete (print or type) all of the following:

Chatham County Map ID Number: _____

Chatham County Parcel Number: _____

Acreage: _____

E911 Property Address: _____

Is this parcel located within a subdivision? Yes ___ No ___

If yes, name of subdivision: _____

_____	_____	_____
Property Owner	Current Address	Phone

_____	_____	_____
Property Owner	Current Address	Phone

Has a vested right under NC General Statute 160A-31 or G.S. 160A-58 been established for the property subject to this annexation petition by any county or municipality? Yes _____ No _____
(Failure to sign a statement declaring whether or not a zoning vested right has been established, shall be binding on the landowner and any such zoning vested right shall be terminated.)

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**SIGNATURES - Please complete one of the following sections: (All owners must sign)
PROPERTY OWNED BY INDIVIDUALS**

All owners must sign and include their name and address above, including husband & wife, and all joint tenants. (Notary not required)

Signature _____ Date _____

Signature _____ Date _____

PROPERTY OWNED BY CORPORATION

The area to be annexed is owned by a corporation properly registered with the State of North Carolina. **(Must be notarized)**

THE _____ PRESIDENT IS _____

THE _____ SECRETARY IS _____

Signature of President _____ Date _____

Signature of Secretary _____ Date _____

Notary _____ My Commission Expires _____

Notary Seal

PROPERTY OWNED BY LIMITED LIABILITY COMPANY

The area to be annexed is owned by a limited liability company properly registered with the State of North Carolina. If 'member managed' all members must sign. If 'manager managed,' manager must sign. (Notary not required)

THE MANAGER IS _____

Signature of Manager _____ Date _____

Signature of Members (if necessary) _____ Date _____

_____ Date _____

_____ Date _____

PROPERTY OWNED BY GENERAL OR LIMITED PARTNERSHIP

The area to be annexed is owned by a general partnership, ALL partners must sign; if owned by a limited partnership; general partner(s) must sign. (Notary not required)

THE GENERAL PARTNER IS _____

Signature of General Partner _____ Date _____

Signature of General Partner _____ Date _____

Signature of General Partner _____ Date _____