

# Appendix J

## Application Packet for Annexations

Deadlines for January – December 2021		
Application Deadline (12pm)	Joint Public Hearing Date	Earliest Decision Date
November 16, 2020	January 21, 2021	March 8, 2021
February 15, 2021	April 15, 2021	June 14, 2021
May 17, 2021	July 15, 2021	September 13, 2021
August 23, 2021	October 21, 2021	December 13, 2021
November 22, 2021	January 20, 2022	March 14, 2022

### **Fee Schedule**

Rezoning, if applicable<sup>2</sup>: \$300.00<sup>1</sup>

<sup>1</sup>Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre site plan = \$320.00 fee)

<sup>2</sup> Rezoning and Special Use rezonings viewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for time spent on the fiscal analysis of the application.

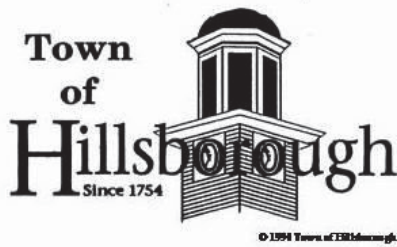
### **Submittal Requirement Checklist**

#### **Voluntary Annexation Request**

- ☐ Annexation Petition
- ☐ Zoning Map Amendment request (see **Appendix I**)

#### **Involuntary Annexation Request**

- ☐ Zoning Map Amendment application (see **Appendix I**)



**PETITION FOR  
Annexation of Contiguous Property**

Planning Department  
101 E. Orange Street / P.O. Box 429  
Hillsborough, NC 27278  
Phone: (919) 296-9471 Fax: (919) 644-2390  
Website: [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov)

TO THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH:

- (1) The undersigned, \_\_\_\_\_  
\_\_\_\_\_  
being the owner(s) of all real property located within the area described in paragraph two below requests that such area be annexed to the Town of Hillsborough.
- (2) The area to be annexed is contiguous to the Town of Hillsborough and is located \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (3) A map of the foregoing property, showing its relationship to the existing corporate limits of the town, is attached hereto.
- (4) This petition is presented under the authority contained in G.S. 160A-31.

Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

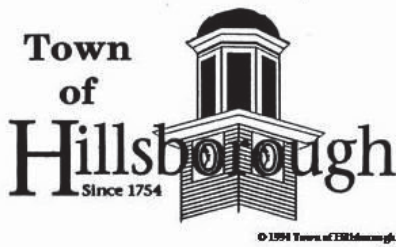
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness



**PETITION FOR  
Annexation of Non Contiguous Property**

Planning Department  
101 E. Orange Street / P.O. Box 429  
Hillsborough, NC 27278  
Phone: (919) 296-9471 Fax: (919) 644-2390  
Website: [www.hillsboroughnc.gov](http://www.hillsboroughnc.gov)

TO THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH:

- (5) The undersigned, \_\_\_\_\_  
\_\_\_\_\_ being the owner(s) of all real property located within the area described in paragraph two below requests that such area be annexed to the Town of Hillsborough.
- (6) The area to be annexed is not contiguous to the Town of Hillsborough and has the following metes and bounds description: \_\_\_\_\_  
\_\_\_\_\_
- (7) A map of the foregoing property, showing its relationship to the existing corporate limits of the town, is attached hereto.
- (8) This petition is presented under the authority contained in G.S. 160A-31.
- Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness
_____	_____
Property Owner	Witness