



# 2019 ANNEXATION SCHEDULE-GUIDE FOR DEVELOPMENT PROJECTS

## Town of Apex, North Carolina

(1) Initial Submittal Date <i>No later than 12 p.m.</i>	(2) Staff Reviews Petition and Associated Documents <i>Comments sent to surveyor</i>	(3) Mylars due to Planning Department <i>No later than 12 p.m.</i>	(4) Deputy Town Clerk Prepares Agenda Item by Noon	(5) Town Council to set Public Hearing	(6) Town Clerk Reviews Annexation for Sufficiency	(7) Published notice posted by Town Clerk to Town's Website	(8) Deputy Town Clerk Prepares Agenda Item by Noon	(9) Town Council Meeting Public Hearing
Jan 2*	Jan 2-18	Jan 22*	Jan 29	Feb 5	Feb 5-6	Feb 6-19	Feb 11	Feb 19
Feb 1	Feb 1-15	Feb 18	Feb 26	Mar 5	Mar 5-6	Mar 6-19	Mar 11	Mar 19
Mar 1	Mar 1-15	Mar 18	Mar 26	Apr 2	Apr 2-3	Apr 3-16	Apr 8	Apr 16
Apr 1	Apr 1-18*	Apr 22	Apr 29	May 7	May 7-8	May 8-21	May 13	May 21
May 1	May 1-17	May 20	May 28	June 4	June 4-5	June 5-18	June 10	June 18
June 3	June 3-21	June 24	July 9	July 16	July 16-17	July 24	July 30	Aug 6
July 1	July 1-19	July 22	July 30	Aug 6	Aug 6-7	Aug 7-20	Aug 12	Aug 20
Aug 1	Aug 1-16	Aug 19	Aug 27	Sept 3	Sept 3-4	Sept 4-17	Sept 9	Sept 17
Sept 3*	Sep 3*-13	Sep 16	Sep 24	Oct 1	Oct 1-2	Oct 2-15	Oct 14	Oct 15
Oct 1	Oct 1-18	Oct 21	Oct 29	Nov 6*	Nov 6-7	Nov 7-19	Nov 12*	Nov 19
Nov 1	Nov 1-15	Nov 18	Nov 25	Dec 3	Dec 3-4	Dec 3-17	Dec 9	Dec 17
Dec 2	Dec 2-20	Dec 23	Dec 31	Jan 7	Jan 7-8	Jan 8-21	Jan 13	Jan 21

\* Dates changed due to holidays/scheduling.

- (1) Applicant submits annexation petition and other required documents and fees as indicated in the attached instructions by **12 p.m.** on the date indicated above.
- (2) Staff reviews annexation petition, preliminary plat and legal description. Comments are forwarded and are to be addressed by the surveyor.
- (3) At staff's request, mylars due to Planning Department.
- (4) Deputy Town Clerk prepares staff report for Town Council Agenda; petition, legal description and mylars are forwarded to Town Clerk.
- (5) Town Council sets public hearing for the following regular meeting.
- (6) Town Clerk Certifies to the Sufficiency of the petition and prepares draft resolution to set public hearing.
- (7) Town Clerk prepares and posts legal advertisement of the public hearing for the next meeting.
- (8) Deputy Town Clerk prepares staff report for presentation to Town Council.
- (9) Town Council final decision.

**NOTE:** Item #'s 4-9 may be delayed in order to follow the associated development submittal schedule (if the property is located outside of Apex's jurisdictional boundary); both the annexation and development (site plan, rezoning, etc.) will go before Council at the same meeting.