



# 2023 ANNEXATION SCHEDULE

Town of Apex, North Carolina

(1) Initial Submittal Date  <i>Due 12:00 p.m.</i>	(2) Planning Staff Reviews Petition and Associated Documents  Comments sent to surveyor	(3) Resubmittal Date for Revised Documents  <i>Due 12:00 p.m.</i>	(4) Planning Staff Reviews Revised Documents  Comments sent to surveyor	(5) Deadline to Provide Mylars to Planning Department  <i>Due 12:00 p.m.</i>	(6) Town Council to Set Public Hearing	(7) Town Council Meeting  <b>6:00 p.m.</b>	(8) Clerk's Office Records at Register of Deeds
Jan 3*	Jan 3*–20	Feb 3	Feb 3–10	Feb 27	Mar 14	Mar 28	Apr 27
Feb 1	Feb 1–17	Mar 3	Mar 3–10	Mar 27	Apr 11	Apr 25	May 25
Mar 1	Mar 1–17	Apr 6*	Apr 6*–14	Apr 24	May 9	May 23	June 22
Apr 3	Apr 3–21	May 5	May 5–12	May 26*	June 13	June 27	July 27
May 1	May 1–19	June 2	June 2–9	June 12	June 27	Aug 8*	Sept 7
June 1	June 1–16	July 7	July 7–14	July 24	Aug 8	Aug 22	Sept 21
July 3	July 3–21	Aug 4	Aug 4–11	Aug 28	Sept 12	Sept 26	Oct 26
Aug 1	Aug 1–18	Sept 8	Sep 8–15	Sept 25	Oct 10	Oct 24	Nov 22*
Sept 1	Sep 1–15	Oct 6	Oct 6–13	Oct 30	Nov 14	Nov 28	Dec 28
Oct 2	Oct 2–20	Nov 3	Nov 3–9*	Nov 27	Dec 12	Jan 9*	Feb 8
Nov 1	Nov 1–17	Dec 1	Dec 1–8	Dec 18*	Jan 9	Jan 23	Feb 22
Dec 1	Dec 1–15	Jan 5	Jan 5–12	Jan 29	Feb 13	Feb 27	Mar 28

\*Dates changed due to holidays/scheduling.

- (1) Applicant submits annexation petition and other required documents and fees as indicated in the attached instructions by **12:00 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) Applicant resubmits revised documents and responses to staff comments.
- (4) Staff reviews annexation petition, preliminary plat, and legal description. Comments are forwarded and are to be addressed by the surveyor.
- (5) At staff's request, Mylar plats are due to the Planning Department. Staff then forwards petition, legal description, and Mylar plats to Town Clerk.
- (6) Town Council sets public hearing for the following regular meeting.
- (7) Town Council public hearing and final decision.
- (8) The approved ordinance and plat are recorded with the Register of Deeds and the Secretary of State no later than 30 days following the effective date of the annexation.

**NOTE:** Items 4–8 may be delayed in order to follow the associated rezoning or Planned Development submittal schedule (if the property is located outside of Apex's jurisdictional boundary). Both the annexation and rezoning will go before Town Council at the same meeting.