



# 2022 ANNEXATION SCHEDULE GUIDE FOR DEVELOPMENT PROJECT

Town of Apex, North Carolina

(1) Initial Submittal Date  <i>Due 12:00 pm</i>	(2) Planning Staff Reviews Petition and Associated Documents  <i>Comments sent to surveyor</i>	(3) Deadline to provide Mylars to Planning Department  <i>Due 12:00 pm</i>	(4) Clerk's Office Prepares Agenda Item  <i>Due 12:00 pm</i>	(5) Town Council to set Public Hearing	(6) Clerk's Office Reviews Annexation for Sufficiency	(7) Published notice posted by Town Clerk to Town's Website	(8) Clerk's Office Prepares Agenda Item  <i>Due 12:00 pm</i>	(9) Town Council Meeting  6:00 pm
Jan 3	Jan 3-21	Jan 24	Jan 31	Feb 8	Feb 9-10	Feb 10-22	Feb 14	Feb 22
Feb 1	Feb 1-18	Feb 21	Feb 28	Mar 8	Mar 9-10	Mar 10-22	Mar 14	Mar 22
Mar 1	Mar 1-18	Mar 28	Apr 4	Apr 12	Apr 13-14	Apr 14-26	Apr 18	Apr 26
Apr 1	Apr 1-22	Apr 25	May 2	May 10	May 11-12	May 12-24	May 16	May 24
May 2	May 2-20	May 27*	June 6	June 14	June 15-16	June 16-28	June 17*	June 28
June 1	June 1-17	June 27	July 18*	July 26*	July 27-28*	July 28-Aug 9*	Aug 1*	Aug 9*
July 1	July 1-22	July 25	Aug 1	Aug 9	Aug 10-11	Aug 11-23	Aug 15	Aug 23
Aug 1	Aug 1-19	Aug 29	Sept 2*	Sept 13	Sept 14-15	Sept 15-27	Sept 19	Sept 27
Sept 1	Sept 1-16	Sept 26	Oct 3	Oct 11	Oct 12-13	Oct 13-25	Oct 17	Oct 25
Oct 3	Oct 3-21	Oct 24	Oct 31	Nov 8	Nov 9-10	Nov 10-29	Nov 21	Nov 29
Nov 1	Nov 1-18*	Nov 28	Dec 5	Dec 13	Dec 14-15	Dec 29-Jan 10*	Dec 29*	Jan 10*
Dec 1	Dec 1-16*	Dec 21*	Dec 30*	Jan 10	Jan 11-12	Jan 12-24	Jan 13*	Jan 24

\* 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) At staff's request, mylars due to the Department of Planning and Community Development.
- (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 for 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 public hearing and final decision.

**NOTE:** Item #'s 4-9 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 Council at the same meeting.