



2021 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 Comments sent to surveyor	(3) Mylars due to Planning Department <i>Due 12:00 pm</i>	(4) Planning Staff Prepares Agenda Item <i>Due 12:00 pm</i>	(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) Planning Staff Prepares Agenda Item <i>Due 12:00 pm</i>	(9) Town Council Meeting 6:00 pm
Jan 4*	Jan 4*-15	Jan 25	Feb 2	Feb 9	Feb 9-10	Feb 10-23	Feb 16	Feb 23
Feb 1	Feb 1-19	Feb 22	Mar 2	Mar 9	Mar 9-10	Mar 10-23	Mar 16	Mar 23
Mar 1	Mar 1-19	Mar 29	Apr 6	Apr 13	Apr 13-14	Apr 14-27	Apr 20	Apr 27
Apr 1	Apr 1-23	Apr 26	May 4	May 11	May 11-12	May 12-25	May 18	May 25
May 3	May 3-21	May 25	June 1	June 8	June 8-9	June 9-22	June 15	June 22
June 1	June 1-17	June 28	July 6	July 13	July 13-14	July 14-27	July 20	July 27
July 1	July 1-23	July 26	Aug 3	Aug 10	Aug 10-11	Aug 11-24	Aug 17	Aug 24
Aug 2	Aug 2-20	Aug 30	Sept 7	Sept 14	Sept 14-15	Sept 15-28	Sept 21	Sept 28
Sept 1	Sep 1-24	Sep 27	Oct 5	Oct 12	Oct 12-13	Oct 13-26	Oct 19	Oct 26
Oct 1	Oct 1-22	Oct 25	Nov 2	Nov 9	Nov 9-10	Nov 10-23	Nov 16	Nov 23
Nov 1	Nov 1-19	Nov 29	Dec 7	Dec 14	Dec 14-15	Dec 15-28	Dec 21	Dec 28
Dec 1	Dec 1-22	Dec 28	Jan 4	Jan 11	Jan 11-12	Jan 12-25	Jan 18	Jan 25

* 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 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 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.