

ANNEXATION PETITIONS

Following is an overview of the process for a citizen initiated annexation petition, also known as a voluntary annexation petition [NC GS 160A-31 and/or NC GS 160A-58 through NC GS 160A-58.6].

A property owner may request annexation for one or more of the following reasons:

- Utility service
- Police and/or fire protection
- Street maintenance
- Zoning considerations
- ABC license

A citizen initiated annexation is when the owner or owners of real property request the Town Council add their property to the Town. This is initiated by completing an annexation petition form. An annexation petition form is available at the Planning Department.

The process for a citizen initiated annexation begins when an annexation petition is submitted to the Planning Department. For an annexation petition to be considered complete, it must bear the names, addresses, and signatures of all owners of the real property with a metes and bounds description and map of the real property attached to the annexation petition.

When a citizen initiated annexation petition is received and is considered complete, the following steps usually occur over a period of four Town Council meetings:

- **First Council meeting:**
 - The annexation petition is presented to the Town Council at the work session. If it is the consensus of the Town Council, a resolution directing the Town Clerk to investigate the sufficiency of the annexation petition will be placed on the regular session agenda for action.
- **Second Council meeting:**
 - At the regular session meeting, the Council adopts the resolution directing the Town Clerk to investigate sufficiency of the petition.
- **Third Council meeting:**
 - If the Town Clerk finds that all real property owners have signed the petition, a certificate of sufficiency and a resolution fixing the date of public hearing on question of annexation is presented to the Town Council at the work session. If the Town Council approves the resolution, the request will be placed on the regular agenda for a public hearing.
 - The notice for public hearings for voluntary contiguous and voluntary non-contiguous annexation requests are published once at least 10 days prior to the day of the public hearing.

- **Fourth Council meeting:**
 - At the regular session, the Mayor announces the public hearing on the question of annexation and the Town Council will receive input from citizens on the matter of annexation. After the Mayor closes the public hearing, the Town Council determines that the petition is in proper order, that all procedures have been followed, and that all requirements are met. The Town Council will adopt the ordinance annexing the area.

The annexation ordinance can be adopted with an effective immediate date or on the June 30 after the date of the passage of the ordinance or the June 30 of the following year after the date of passage of the ordinance [NC GS 160A- 31(d)].

Within thirty days after of the effective date of the annexation ordinance, a map of the annexed area and a copy of the ordinance are filed in the offices of the Secretary of State, Johnston County Register of Deeds and the Johnston County Board of Elections [NC GS 160A-58.61].

The Council agenda may be viewed online at www.townofclaytonnc.org the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.

We look forward to seeing you at Town Council meetings.