

Annexation

When/why might I use the annexation process?

To bring property located outside of the Town's corporate limits but within the Town's planning jurisdiction into the corporate limits.

Where do I initiate the process?

Town of Carrboro Planning Department
Planning Division
301 West Main Street
Carrboro, NC 27510

Hours: Monday-Friday, 8am-5pm

Phone: (919) 918-7324
Fax: (919) 960-9450

Which type of annexation process do I need to use?

Contiguous: The contiguous annexation procedure is used when the property proposed for annexation is located adjacent (or contiguous) to property currently located within the principal Town limits.

Non-Contiguous: The non-contiguous annexation procedure is used when the property proposed for annexation is not adjacent (or contiguous) to property currently located within the principal Town limits or is adjacent to another non-contiguous annexation (i.e., a satellite portion of the Town).

What information will I need to provide for annexation into the Town of Carrboro?

Each of the following items must be completed in their entirety:

- G. The appropriate annexation application completed and signed. The appropriate application can be obtained in the Carrboro Planning Department (also see Appendix I – 4 and 5).
- H. The metes and bounds description for the area proposed for annexation. This description can generally be provided by your surveyor or land planning professional. The description should also state the area (in square feet and acres) for the property proposed for annexation.
- I. An annexation map (no larger than 18" x 24") showing the metes and bounds of the property proposed for annexation. The map should include:
 1. A location map.
 2. A north arrow and scale.
 3. The written metes and bounds description.
 4. The property to be annexed.
 5. The name(s) of the property owners.
 6. Proposed and existing Town limit lines.
 7. Streets and/or roads and the right-of-way width.
 8. The distance of beginning.

Who may be involved in the annexation process?

Planning Department

- Planning Division
- Zoning Division

Public Works Department
Town Clerk
Town Engineer
OWASA