Annexation Plat

The Annexation Plat application should be used in conjunction with Annexation Requests (both contiguous and non-contiguous), which are handled outside of the Wake Forest online application portal.

1. If the property to be annexed is not within the Town of Wake Forest's Extraterritorial Jurisdiction, the applicant must also submit a rezoning application with the petition for voluntary annexation to establish a Wake Forest zoning designation.
2. Proposed Plat, showing the specific parcel(s) that are proposed for annexation. Required general information to be shown on the Plat includes:
   - Title of Plat
     - "Annexation Map for the Town of Wake Forest" for contiguous annexations; or
     - "Satellite Annexation Map for the Town of Wake Forest" for non-contiguous annexations.

   - Name of property owner
   - Names of the township, county, and state.
   - Name, seal, and registration of Professionally Licensed Surveyor (PLS)
   - Detailed vicinity map
   - Address of property (if assigned), PIN number
   - Date of the survey and map preparation
   - North arrow indicating whether the index is true magnetic North Carolina grid (NAD 83 or NAD 27) or deed; graphic scale, and declination.
   - Show and label any utility easements with metes and bounds
   - Accurate locations and descriptions of all monuments, markers, and control points.

3. Plat shall show the exact boundary lines of the area to be annexed, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of existing Town limits, labeled and distinctly marked. Include full right-of-way area on both sides is or will be in the corporate limits.
4. If the property is contiguous, the plat shall show tall intervening rights-of-way for streets, railroads, and other areas as stated in G.S. 160A-31(f), unless otherwise stated in the annexation amendment.
5. Leave room on the plat near the boarder for the Town Clerk's seal.
6. A legal description in metes and bounds must be submitted on 8.5 x 11 paper and saved as a .pdf document.