



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597

Phone: (919) 823-1810 Fax: (919) 887-2824

www.townofzebulon.org

ANNEXATION PETITION

GENERAL INFORMATION:

In accordance with Section 2.2.2 of the UDO, upon receipt of a valid petition signed by all of the owners of real property in the area described therein, the Town may annex an area either contiguous or not contiguous to its primary corporate limits when the area meets the standards set out under North Carolina General Statutes 160A-31 and 160A-58.1. The petition need not be signed by the owners of real property that is wholly exempt from property taxation under the Constitution and laws of North Carolina, nor by railroad companies, public utilities as defined in G.S. 62-3(23), or electric or telephone membership corporations.

INSTRUCTIONS:

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to the Planning Department (planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

FILE PETITION: Submit hard copy application to the Planning Department with the applicable requirements in accordance with Section 2.2.2 of the UDO.

CERTIFICATION OF SUFFICIENCY: The Town Clerk shall investigate and certify whether the petition is legally sufficient. Only legally sufficient petitions shall be considered by the Town.

REVIEW BY STAFF: The Planning and Public Works Departments review the annexation submission. Comments will be sent to the applicant via email.

LEGAL ADVERTISEMENT: A legal advertisement will be published on the Town of Zebulon's website and in a paper of general circulation once no more than 25 days and one within 10 days of the date of the public hearing.

BOARD OF COMMISSIONERS MEETING/PUBLIC HEARING:

The BOARD OF COMMISSIONERS Meeting is typically held the first Monday of each month. The Board of Commissioners will either adopt or deny an ordinance to extend the corporate limits of the Town of Zebulon.

NOTICE OF DECISION: The formal notice of decision shall be provided to the applicant in accordance with Section 2.3.9 of the UDO.

RECORDATION: If the annexation is approved by the Board of Commissioners, the Town Clerk will have the Annexation Plats recorded at the Wake County Register of Deeds. Wake County will keep one of the recorded plats, one copy will be returned to the Planning Department and the surveying company is given the remaining recorded Annexation Plat.

Application Requirements –

The applicant requesting an annexation must submit an application through the Town of Zebulon GeoCivix Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- **Materials to Submit through the Town of Zebulon GeoCivix Web Portal:**

- Completed Application Form
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 750 feet of subject property
- Agent Authorization Form

- **Materials to Submit in Person with the Town of Zebulon Planning Department:**

- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 750 feet of the outer boundary subject property or properties. Affixed with the following return address:
Town of Zebulon
Planning Department
1003 N. Arendell Ave
Zebulon, NC 27597
- Petition Fee (Please See Fee Schedule)
(Can be paid online but applicants must let Planning Staff know prior to paying)



APPLICATION FOR ANNEXATION

PART 1. DESCRIPTION OF REQUEST/PROPERTY

Street Address of the Property: 0 Zebulon Road & 113 Proctor Street (partial)		Total Acreage: 18.17 acres
Parcel Identification Number (NC PIN): Please include all 1796836371 1796931350 (partial)	Deed Book: 010629 003116	Deed Page(s): 01398 00068
Name of Project (if Applicable) Zebulon Village	Current Zoning of the Property: R2	
Existing Use of the Property: vacant	Proposed Use of the Property: retail center	
Reason for Annexation The applicant is requesting annexation to provide municipal services, including water and sewer, to the proposed Zebulon Village commercial development.		

PART 2. APPLICANT/AGENT INFORMATION

Name of Applicant/Agent: Collier Marsh		
Street Address of Applicant/Agent: 301 Fayetteville Street, Suite 1400		
City: Raleigh	State: NC	Zip Code: 27601
Email of Applicant/Agent: colliermarsh@parkerpoe.com	Telephone Number of Applicant/Agent: 919-835-4663	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you the owner's agent? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. SURVEYOR INFORMATION

Name of Surveyor: Stanley Robert Sacks		
Street Address of Surveyor: 3308-B Edgefield Road		
City: Greensboro	State: NC	Zip Code: 27409
Email of Surveyor: STAN@SACKSSURVEYING.COM	Telephone Number of Surveyor: 336-931-0556	Fax Number of Surveyor: 336- 931-0558
I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.		
Signature of Surveyor THIS CERTIFICATION EXTENDS ONLY TO DOCUMENTS PREPARED AND SIGNED BY ME. THIS APPLICATION WAS NOT PREPARED BY ME.	Print Name: Stanley Robert Sacks	Date: 4-29-25

ANNEXATION

PART 4. PROPERTY OWNER INFORMATION

To the Board of Commissioners of the Town of Zebulon, North Carolina:

1. We, the undersigned owners of real property, respectfully request that the area described in Part 4 be annexed to the Town of Zebulon, Wake County, North Carolina.
2. The area to be annexed is ☒ contiguous ☐ non-contiguous (satellite) to the Town of Zebulon, North Carolina and the boundaries are as contained in the metes and bounds description attached hereto.
3. If contiguous, this annexation will include all 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.
4. I/We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A385.1 or G.S. 153A-344.1 must be declared and identified on this petition. I/We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

All individual owners must sign. (If additional signatures are necessary, please attach an additional sheet.)

I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.

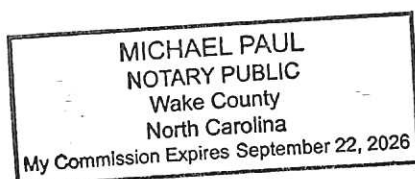
Signature of Owner: Thomas W. Sherron	Print Name: THOMAS W. Sherron	Date: 4/30/25
Signature of Owner: Stephen Tew	Print Name: Stephen Tew	Date: 4/30/25
Signature of Owner: J.F. Sherron	Print Name: JASON Sherron	Date: 4/30/25
Signature of Owner: Edith S. Tew	Print Name: Edith S. Tew	Date: 4/30/25
Signature of Owner: Edith S. Tew	Print Name: Edith S. Tew, Executrix of the estate of Wyattte Rachel Sherron	Date: 4/30/25
Signature of Owner: Amanda Sherron	Print Name: AMANDA Sherron	Date: 4/30/25
Signature of Owner:	Print Name:	Date:

STATE OF NORTH CAROLINA
COUNTY OF LAKE

Sworn and subscribed before me, MICHAEL PAUL, a Notary Public for the above State and County, this the 30th day of April, 2025.

[Signature]
Notary Public

SEAL



9/22/2026
My Commission Expires: