

Appendix J

Procedural Checklist for Expedited Type 1 Annexations ORC 709.022

Petitions Submitted By All Property Owners With Consent of All Parties

Petition Number _____

Name of Agent _____

Agent's Address _____

Agent's Phone # _____

Agent's Fax # _____

Agent's E-mail _____

Municipality to Which Annexation Is Proposed _____

Township(s) Included In Proposed Annexation _____

Other County Included in Annexation _____

Statutory Time Frame/Requirement	Description of Provision/Requirement	Date Received/ Completed
	Petition filed.	
Next regular session of board	Board adopts resolution granting the petition. (ORC 709.022 (A))	

Statutory Time Frame/Requirement	Description of Provision/Requirement	Date Received/ Completed
Immediately upon adoption of resolution	Clerk delivers certified copy of entire record of annexation proceedings including all resolutions of the board, the petition, map, and all other papers on file, and the recording of the proceeding if a copy is available to the clerk or auditor of municipality. (ORC 709.022 (C))	