

Appendix K

Technical Checklist for Expedited Type 1 Annexation 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 _____

No.	Technical Requirement	Yes	No	Comments/Explanation/Notes
1	Deposit received. (ORC 709.014 (A))			
2	Fees received. (ORC 709.014 (A))			
3	Petition asks board to follow ORC 709.022. (ORC 709.021 (A), ORC 709.022 (A))			

No.	Technical Requirement	Yes	No	Comments/Explanation/Notes
4	Petition includes signatures of all property owners in the area proposed to be annexed. (ORC 709.021 (B))			
5	All signatures are of "owners" as defined in ORC 709.02 (E). Owners must be authorized to sign the petition and have title to property on the date the petition was filed. (ORC 709.02 (E))			
6	Each signature includes a date it was obtained, and no signature was obtained more than 180 days before petition was filed. (ORC 709.02 (C) (1))			
7	Petition includes accurate legal description of perimeter. (ORC 709.02 (C) (2))			
8	Petition includes accurate map or plat. (ORC 709.02 (C) (2))			
9	Petition includes name and address of agent for petitioners. (ORC 709.02 (C) (3))			
10	List of parcels in area to be annexed and adjacent territory that includes name of owner, mailing address and permanent parcel number was submitted with petition. (ORC 709.02 (D))			
11	Real estate is contiguous to municipality to which annexation is proposed. (ORC 709.021 (A))			
12	Petition includes statutory disclosure statement in bold face, capital letters regarding waiver of appeal rights. (ORC 709.022 (B))			

No.	Technical Requirement	Yes	No	Comments/Explanation/Notes
13	Petition was accompanied by a certified copy of either an annexation agreement or a cooperative economic development agreement. (ORC 709.022 (A))			
14	If land is located in more than one county, a majority of acreage is within county of filing. (ORC 709.11)			
15	Commissioners resolution granting petition has been adopted and entered on the journal. No hearing is required. (ORC 709.022 (A))			
16	Clerk has delivered a certified copy of the entire record of proceedings to the clerk or auditor of the municipality. The entire record includes all resolutions of the board signed by a majority of the commissioners, the petition, the map, all other papers on file, and the recording of the proceedings if one is available. (ORC 709.022 (C))			