

Appendix S

Procedural Checklist for Annexations of Municipal, County, or State-Owned Land by Petition Submitted by Municipality ORC 709.16

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	Petition entered upon the journal. (ORC 709.16 (A))	

Statutory Time Frame/Requirement	Description of Provision/Requirement	Date Received/ Completed
Written 30 days after petition is filed	Director of Department of Administrative Services (DAS) has filed written consent if annexation is state-owned land. (ORC 709.16 (D))	
Within 30 days after petition is filed	<p>Board adopts resolution:</p> <p>granting petition if land is contiguous land owned by municipality. (ORC 709.16 (B) & (E))</p> <p>granting or denying petition if land is contiguous land owned by county. (ORC 709.16 (C) & (E))</p> <p>granting petition if land is contiguous land owned by state and Director of DAS files written consent. (ORC 709.16 (D) & (E))</p> <p>denying petition if land is contiguous land owned by state and Director of DAS has not filed written consent. (ORC 709.16 (D) & (E))</p>	
Upon journalization of resolution granting petition	Annexation is complete. (ORC 709.16 (B), (C) & (D))	