

Appendix T

Technical 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 _____

No.	Technical Requirement	Yes	No	Comments/Explanation/Notes
1	Deposit received.			
2	Fees received.			
3	Petition was entered on board's journal at first regular session after it was filed.			

No.	Technical Requirement	Yes	No	Comments/Explanation/Notes
4	Petition indicates that the territory was authorized to be annexed by ordinance passed by municipal legislative authority.			
5	The territory is contiguous to municipality and is entirely owned by the municipality, county, or state.			
6	Petition includes an accurate legal description of the territory.			
7	Petition includes an accurate map/plat.			
8	If land is state-owned land, written consent by the Director of Administrative Services has been filed.			
9	Resolution of board approving annexation was adopted. Commissioners may deny petition only for county-owned land.			