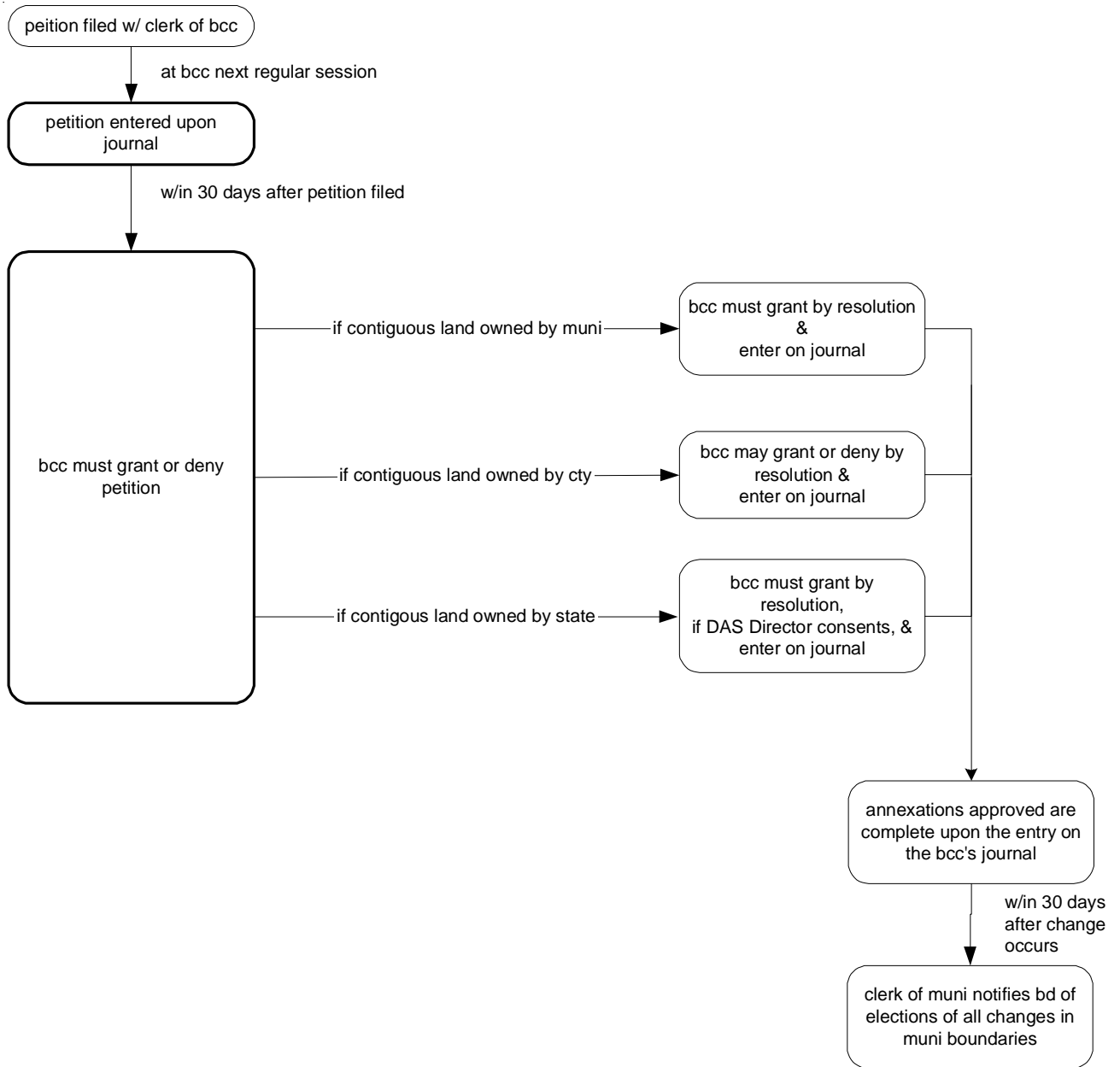


Appendix R

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



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))	

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.			