

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Office of Land Survey & Remonumentation
State Boundary Commission

GENERAL INSTRUCTIONS FOR THE PREPARATION OF AN
**ANNEXATION PETITION BY AT LEAST 1% OF THE POPULATION
WHO ARE FREEHOLDERS AND REGISTERED VOTERS**
TO BE FILED WITH THE STATE BOUNDARY COMMISSION

This petition form is issued under the authority of 1968 PA 191 and the Boundary Commission Administrative Rules. Completion of this form is voluntary but failure to do so may result in rejection of your petition.

An Annexation Petition by 1% of the Population consists of the following parts and forms:

- PART I A map or drawing, supplied by the petitioner, clearly showing the territory proposed to be annexed, and prepared in such a way that its minimum map size is 8 ½" x 13", with a maximum size of 14" x 18." State Boundary Commission Administrative Rules No. 25 and 27 describe the content of this map or drawing. **LABEL THE MAP OR DRAWING "PART I."**
- PART II See page 2.
- PART IIa See page 3.
- PART III Refer to State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART IV See page 5.
- PART V Refer to State Boundary Commission Administrative Rules No. 25 and 27 regarding the content of this description.
- PART Va See page 7.
- PART Vb See page 8.
- PART VI See page 9.
- PART VII A map prepared on paper supplied by the petitioner, showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government. The map may be of a size the petitioner chooses, and is not evaluated by the Commission in determining legal sufficiency. **LABEL THIS MAP "PART VII."**

The completed petition should be filed with the State Boundary Commission office in Okemos. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., or by mail, at the following:

In Person at:

Bureau of Construction Codes
Office of Land Survey & Remonumentation
State Boundary Commission
2501 Woodlake Circle
Okemos, MI 48864

Mail to:

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
State Boundary Commission
P.O. Box 30254
Lansing, MI 48909

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. If you need accommodations regarding this petition, you may make your needs known to this agency by contacting the State boundary Commission office, either by telephone at 517-241-6321 or by e-mail at obrienk@michigan.gov.

ANNEXATION PETITION BY AT LEAST 1% OF THE POPULATION
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PART II

WE, the undersigned registered voters who are resident freeholders of _____
county(ies), and the affected city or township herein (in PART III) do petition that the territory in
_____ township(s), be considered by the State Boundary Commission for
annexation to the home rule city of _____ in accordance with the provisions of
1909 PA 279 and 1968 PA 191.

**It is not necessary to sign and notarize this page. The phrase
“WE, the undersigned...” refers to petition signers in PART V.**

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PART III

The territory proposed for annexation to the City of _____ is legally described
as follows:

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ALTERNATE METHOD

PART IV

1. That the territory proposed to be annexed does not contain the necessary persons qualified to sign the petition.
2. That the petition has been signed (in PART Vb) by persons, firms, corporations, the United States government, the state or any of its subdivisions who collectively hold record legal title to more than 1/2 of the area of the land, exclusive of streets.
3. That each signer from the territory to be annexed has described the land and the land area (in PART Va) and attached the deed or copy of the deed of the described land.
5. The undersigned, first being duly sworn, deposes and says that the territory described herein (in PART III). and proposed to be annexed to the City of _____ contains a total land area of _____ acres, exclusive of streets.

Signature

Print

Street Address

City/State/Zip

Date

Subscribed and sworn before me, _____

this _____ day of _____, 20_____

a Notary Public in and for _____ County, Michigan.

Signature of Notary Public _____

My Commission expires: _____, 20_____

ANNEXATION PETITION BY AT LEAST 1% OF THE POPULATION
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PART V

THIS PART SHALL CONTAIN
THE REQUIRED PETITION SIGNATURES
AND MUST BE SUBMITTED ON
SECRETARY OF STATE/BUREAU OF ELECTIONS FORM 2010-2002

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ALTERNATE METHOD

PART Va

The following signer holds record legal title to land containing an area of _____ acres which is located within the territory proposed to be annexed and is described as follows:

When using this alternate method, each petitioner who is a freeholder of land in the area proposed for annexation must **INDIVIDUALLY AND SEPARATELY** complete **PART Va** and **PART Vb**, for the property he/she owns within the larger area that is described in **PART III**, that is proposed for annexation.

Each individual property owner must attach the deed or copy of the deed of the land which he/she has described and for which he/she purports to be a freeholder. Failure to attach these documents for each parcel of area proposed for annexation using the alternate method will mean rejection of this petition.

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ALTERNATE METHOD

PART Vb

The undersigned, first being duly sworn, deposes and says that he/she holds record legal title to land he/she has described in PART Va which is within the area described in PART III, and to his/her best knowledge and belief the statements contained in the petition are true.

Signature(s) of Title Holder(s)

Print Name(s)

Street Address

City/State/Zip

Date

Subscribed and sworn before me, _____
this _____ day of _____, 20_____,
a Notary Public in and for _____ County, Michigan.
Signature of Notary Public _____
My Commission expires: _____, 20_____

ANNEXATION PETITION BY AT LEAST 1% OF THE POPULATION
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PART VI

We further represent that the annexation proposed in this petition is necessary or desirable at this time for the following reasons(s):