

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 OWNERS OF AT LEAST 75% OF THE LAND**  
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 Property Owners 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 ..... See page 6.
- PART Va ..... See page 7.
- PART VI ..... See page 8.
- 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](mailto:obrienk@michigan.gov).

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**PART II**

WE, the undersigned who hold record legal title to 75% or more of the area of land, exclusive of streets, as legally described in Part III, and located in

\_\_\_\_\_ Township(s),

\_\_\_\_\_ County(ies),

do petition that the territory described herein be annexed to the City of \_\_\_\_\_ and that this annexation be considered by the State Boundary Commission in accordance with the provisions of 1909 PA 279 and 1968 PA 191.

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**PART IIa**

It is the responsibility of the petitioner(s) to furnish the State Boundary Commission with the contact information requested below in order for the government units to receive notice of docket material, meetings, and public hearings. The importance of accurate and current information cannot be overemphasized. The processing of a petition may be delayed if inaccuracies cause improper notice.

1. **Name of Petitioner:**

Mailing Address:	
Telephone Number: (    )	Fax: (    )
E-mail Address:	

2. **Name of Township:**

Name of Township Clerk:	
Mailing Address:	
Telephone Number: (    )	Fax: (    )
E-mail Address:	

3. **Name of City:**

Name of City Clerk:	
Mailing Address:	
Telephone Number: (    )	Fax: (    )
E-mail Address:	

4. **Name of County:**

Name of County Clerk:	
Mailing Address:	
Telephone Number: (    )	Fax: (    )
E-mail Address:	

5. If the petition should involve more than one county, village, and/or township, place the designated government contact information on a separate sheet(s) and attach it to this form.

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**PART III**

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

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**PART IV**

1. That attached hereto (in Part VI) and made a part hereof is a brief and concise written statement as to the purpose, necessity and urgency of the requested action.
2. That attached hereto (in Part I) and made a part hereof is a map or drawing clearly showing the territory proposed for annexation (in PART I).
3. That each petitioner was shown the attached map or drawing before signing the petition.
4. That each signer has described that land and area that each signer owns and attached the deed or copy of the deed of the described land.
5. That attached 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.

\_\_\_\_\_  
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\_\_\_\_\_

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**PART V**

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

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**PART Va**

The undersigned, first being duly sworn, deposes and says that he/she holds record title to land he/she has described in PART V 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

\_\_\_\_\_  
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\_\_\_\_\_

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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 reason(s):