

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 A
CITY INCORPORATION PETITION
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.

A City Incorporation Petition consists of the following parts and forms:

- PART I A map or drawing, supplied by the petitioner, clearly identifying the territory proposed to be incorporated, and prepared in such a way that the minimum map size is 8 1/2" 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 Petition signatures must be collected on Bureau of Elections Form No. 2010-2002 (size 8 1/2 x 14). This form can be obtained from either the State Boundary Commission office or a Secretary of State office.
- PART V See page 6.
- PART VI This 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 VI."**

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.

PETITION FOR CITY INCORPORATION

PART II

WE, the undersigned qualified electors and freeholders residing within

_____ Village(s),

_____ Township(s),

of _____ County(ies),

in the affected territory as described in PART III, do petition that the question of incorporation of the proposed

City of _____ as a home rule city be considered by the State Boundary

Commission 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 IV.**

PETITION FOR CITY INCORPORATION

PART III

The proposed City of _____ is legally described as follows:

PETITION FOR CITY INCORPORATION

PART IV

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

PETITION FOR CITY INCORPORATION

PART VI

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