

**GENERAL INSTRUCTIONS FOR THE PREPARATION OF A
CITY INCORPORATION PETITION
TO BE FILED WITH THE STATE BOUNDARY COMMISSION**

This petition form is issued under 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 its minimum size is 8 ½" x 13" and its maximum size is 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 "Part II" for instructions.
- PART II(a)**..... See page "Part II(a)" for instructions.
- 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 ½" x 14"). This form can be obtained from either the Boundary Commission Office or a Secretary of State Office.
- PART V**..... See page "Part V" for instructions.
- PART VI**..... This map is supplied by the petitioner to show the relationship of the area proposed for incorporation to the balance of 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 Boundary Commission Office in Lansing, and can be submitted either 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
6546 Mercantile Way, Suite 3
Lansing, MI 48911

Mail to:

Michigan Department of Energy, Labor & Economic Growth
Bureau of Construction Codes
State Boundary Commission
P.O. Box 30704
Lansing, MI 48909

DELEG 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 (517-241-6321) or email (holmes@michigan.gov).

PETITION FOR CITY INCORPORATION

PART II

We, the undersigned qualified electors and freeholders residing within the
_____ Village(s),
_____ Township(s),
of _____ County(s),
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 the provisions of
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 IIa

It is the responsibility of the petitioner(s) to furnish the 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 Village:	
Name of Village Clerk:	
Mailing Address:	
Telephone Number: ()	Fax: ()
E-Mail address:	

3.

Name of Township:	
Name of Township 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, please place the designated government contact information on a separate sheet(s) and attach it to this page.

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 V

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