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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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DIRECTOR

## STATE BOUNDARY COMMISSION

### TIMELINE FOR INCORPORATION AS A HOME RULE CITY

#### ACTION

#### TIMELINE

##### PART I. PETITION PROCESS

1. Pre-filing activities (e.g. task force, survey, public forums)	
2. Prepare and submit draft petition for pre-review	Approximately 1 – 2 months
3. Circulate petition for signatures	
4. File petition with State Boundary Commission	
5. Determination of legal sufficiency by Boundary Commission	Approximately 2 - 3 months after filing
7. Public Hearing conducted by Boundary Commission	Approximately 3 - 4 months after legal sufficiency meeting (only if approved)
8. Submit additional public comment to Boundary Commission	During 30-day period following public hearing
9. Rebuttal Period (7-day rebuttal period on material received at public hearing & during 30-day period: for involved parties (twp, village, city) only)	The 7-day rebuttal period is designated approximately 2 - 3 months after public hrg.
10. Adjudication (Commission deliberation and recommendation to Director based on docket evidence and record)	Approximately 2 - 3 months after rebuttal period
11. Adopt Findings of Fact document	Approximately 1 – 2 months after adjudication
12. Director of Department of Licensing and Regulatory Affairs Signs Order.	Approximately 1-2 weeks after Findings are adopted.

**IF THE ORDER DENIES THE PETITION FOR THE PROPOSED INCORPORATION, THE PROCESS IS ENDED.**

**IF THE ORDER APPROVES THE PETITION TO ALLOW THE PROPOSED INCORPORATION PROCESS TO CONTINUE, AND A REFERENDUM PETITION IS FILED, REFER TO PART II.**

*Providing for Michigan's Safety in the Built Environment*

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**IF THE ORDER APPROVES THE PETITION TO ALLOW THE PROPOSED INCORPORATION PROCESS TO CONTINUE, AND A REFERENDUM PETITION IS NOT FILED, REFER TO PART III.**

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## **PART II. REFERENDUM**

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1. Circulate referendum petition for signatures
2. File referendum petition with the Boundary Commission Within 45 days of the date the Order is signed by the Director.
3. Boundary Commission determines legal sufficiency of referendum petition Approximately 2 months after of filing
4. Referendum election Date set by Boundary Commission to coincide with Michigan Election Law

**IF CONTINUATION OF THE INCORPORATION PROCEEDINGS ARE APPROVED BY REFERENDUM, THEN A CHARTER MUST BE ADOPTED WITHIN 2 YEARS OF THE DATE THE APPROVAL ORDER BECOMES EFFECTIVE.**

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## **PART III. ADOPTION OF CHARTER** *(DOES NOT INVOLVE THE STATE BOUNDARY COMMISSION)*

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1. Charter Commission candidates file nominating petitions
2. Election of 9 charter commissioners
3. Write draft charter Charter Commission must meet within 10 days of election; frame draft within 90 days
4. Charter review by the Governor
5. Election on charter
6. If charter does not pass repeat steps 3, 4, and 5
7. If charter is approved, the effective date of the new city is the date stated in the charter.

**IF A CHARTER IS NOT ADOPTED WITHIN EITHER 2 YEARS OR TWO ATTEMPTS WITHIN TWO YEARS AFTER THE DATE THE APPROVAL ORDER BECOMES EFFECTIVE, OR, IF THE CHARTER COMMISSION DOES NOT RECONVENE WITH 90 DAYS AFTER THE ELECTION AT WHICH THE FIRST PROPOSED CHARTER WAS DEFEATED, THE INCORPORATION PROCEEDINGS ARE ENDED.**