

HOME RULE CITY INCORPORATION PETITION INSTRUCTIONS

State Boundary Commission

Department of Licensing and Regulatory Affairs

Authority: 1968 PA 191

General instructions for preparation of a Home Rule City Incorporation Petition which consist of the following parts and forms:

Part I Map: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART I”** [R123.37].

Part II Petition Certification: Requests that the State Boundary Commission order the incorporation of the area described in the Part III description as a Home Rule City; **attach sheets labeled “PART II”** [MCL 123.1007 and 123.1010(1)].

Part III Legal Description: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART III”** [R123.37].

Part IV Petition Signatures: Shall contain the required petition signatures submitted on Secretary of State/Bureau of Elections Form 2010-2002 [MCL123.1007(2)]. This form can be obtained from the Secretary of State. **The Part I map must be attached to the petition signature sheets** [MCL 117.6].

Part V Reason for Request: Petitioner(s) reason(s) for the incorporation request and statement indicating that the incorporation meets the population and density requirements pursuant to Section 7 of The Home Rule City Act, 1909 PA 279 [MCL117.7]; **attach sheets labeled “PART V”** [R123.37].

Part VI: This part is not required on this type of petition.

Part VII Map: Shall contain a map showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government; **attach sheets labeled “PART VII”** [R123.37].

Provide contact information of petitioner and involved local units of government; **attach sheets** [R123.32(1)].

The completed petition shall be filed with the State Boundary Commission. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., by mail or email to bccolsr@michigan.gov.

U.S. Postal Service

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c/o Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
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Courier Other Than U.S. Postal Service

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