

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 AT LEAST 20% OF REGISTERED VOTERS WHO
RESIDE IN THE AREA PROPOSED FOR ANNEXATION**
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 at Least 20% of Registered Voters consists of the following parts and forms:

- PART I A map or drawing for the area proposed to be annexed, prepared by the petitioner, in such a way that the minimum map size is 8 1/2" x 13", with a maximum size of 14" x 18." The map or drawing is supplied by the petitioner. 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 Lansing. 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 4

Mail to:

Michigan Department 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.

ANNEXATION PETITION BY AT LEAST 20% OF REGISTERED VOTERS
WHO RESIDE IN THE AREA PROPOSED FOR ANNEXATION

PART II

WE, the undersigned registered voters of _____ County(ies) and
the territory herein (in PART III) do petition that the described territory in
_____ Township(s), be considered by the State Boundary Commission
for annexation to the home rule city of _____, 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.**

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PART III

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

ANNEXATION PETITION BY AT LEAST 20% OF REGISTERED VOTERS
WHO RESIDE IN THE AREA PROPOSED FOR ANNEXATION

PART IV

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

ANNEXATION PETITION BY AT LEAST 20% OF REGISTERED VOTERS
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PART V

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