

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 COUNCIL RESOLUTION
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 Council Resolution 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 its minimum map size is 8 ½" 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 See page 5.
- PART IVa See page 6.
- PART V See page 7.
- PART VI A 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
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 COUNCIL RESOLUTION

PART II

WE, the duly elected legislative body of the City of _____, having passed a resolution (in PART V) asking for the annexation of the territory described herein (in PART III), do petition that the described territory in _____ township(s), _____ county(ies) be considered by the State Boundary Commission for annexation, in accordance with the provisions of 1909 PA 279 and the provisions of 1968 PA 191.

ANNEXATION PETITION BY COUNCIL RESOLUTION

PART III

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

ANNEXATION PETITION BY COUNCIL RESOLUTION

PART IV

This legislative body of the City of _____ adopted the following resolution:

ANNEXATION PETITION BY COUNCIL RESOLUTION

PART IVa

CERTIFICATION

The foregoing is a certified and true copy of a resolution passed by the legislative body of the

City of _____ on _____, 20____ by a vote of _____ to _____.

City Clerk or Deputy City Clerk (printed)

City Clerk or Deputy City Clerk (Signature)

Subscribed and sworn before me, _____

this _____ day of _____, 20_____.

a Notary Public in and for _____ County, Michigan.

Signature of Notary Public _____

My Commission expires: _____, 20_____

ANNEXATION PETITION BY COUNCIL RESOLUTION

PART V

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