

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 A  
**VILLAGE INCORPORATION PETITION**  
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.

**A Village Incorporation Petition consists of the following parts and forms:**

- PART I ..... A map or drawing, supplied by the petitioner, clearly showing the territory proposed to be incorporated, and prepared in such a way that its minimum size is 8 1/2" x 13" with a maximum size of 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 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 V ..... 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 VI ..... See page 6.
- PART VII ..... 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 VII."**

**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 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](mailto:obrienk@michigan.gov).

PETITION FOR VILLAGE INCORPORATION

**PART II**

WE, the undersigned qualified electors residing within

\_\_\_\_\_ township(s), in

\_\_\_\_\_ county(ies), and the territory affected and/or

described herein (in PART III), do petition that the question of incorporation of the proposed Village of

\_\_\_\_\_ as a home rule village be considered by the State Boundary

Commission in accordance with the provisions of 1909 PA 278, 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 V.**



PETITION FOR VILLAGE INCORPORATION

**PART III**

The proposed Village of \_\_\_\_\_ is legally described as follows:

PETITION FOR VILLAGE INCORPORATION

**PART IV**

**THIS PAGE IS TO BE USED ONLY IN THOSE CASES WHERE THE AREA PROPOSED TO BE INCORPORATED IS A SUMMER RESORT ASSOCIATION**

We further represent:

1. That \_\_\_\_\_, a **summer resort association**, is incorporated and has existed for at least 2 consecutive years under 1897 PA 230.
2. That at least 30 legal voters reside within the territory of the association.
3. That the proposed territory contains at least 150 inhabitants and has an average population of at least 100 inhabitants per square mile.

PETITION FOR VILLAGE INCORPORATION

**PART V**

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

PETITION FOR VILLAGE INCORPORATION

**PART VI**

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