

**ANNEXATION PETITION INSTRUCTIONS**  
**By at Least 20% of Electors in Proposed Annexation Area**  
**State Boundary Commission**  
Department of Licensing and Regulatory Affairs  
Authority: 1968 PA 191

**General instructions for preparation of an Annexation Petition by at least 20 percent of the registered electors who reside in the area proposed for annexation, which consists 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 annex the area described in Part III description to the adjacent City; **attach sheets labeled “PART II”** [MCL 117.6, MCL 117.7 and MCL 117.9(7)(c)].

**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 [MCL117.9(7)(c)]. 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 annexation request and statement indicating that the annexation meets the conditions pursuant to Section 9 of The Home Rule City Act, 1909 PA 279 [MCL117.9(7)(c)]; **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](mailto:bccolsr@michigan.gov).**

**U.S. Postal Service**

State Boundary Commission  
c/o Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
Lansing, MI 48909  
P.O. Box 30254

**Courier Other Than U.S. Postal Service**

State Boundary Commission  
c/o Office of Land Survey and Remonumentation  
Department of Licensing and Regulatory Affairs  
611 West Ottawa  
Ottawa Building, 1<sup>st</sup> Floor  
Lansing, MI 48933