

ANNEXATION PETITION INSTRUCTIONS
By Owners of at least 75% of Land Proposed for Annexation
State Boundary Commission
Department of Licensing and Regulatory Affairs
Authority: 1968 PA 191

General instructions for preparation of Annexation Petition by the owner(s) of at least 75 percent of the land 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 MCL117.9(7)(b)].

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 Percent of Ownership Certification: Shall be a sworn statement from all petitioner(s) that each petitioner was shown the attached map or drawing before signing the petition, that each signer has described that land and area that each signer owns and attached the deed or copy of the deed of the described land, that confirms the total acreage of the area proposed to be annexed to the City, confirms the amount of acreage that they own and that it lies within the area proposed for annexation; **attach sheets labeled “PART IV”** [MCL 117.6 and MCL117.9(7)(b)].

Part V Deed Descriptions: **Attach copy(s)** of current deed(s) or other proof of ownership of land that is within the area proposed for annexation [MCL117.9(7)(b)].

Part VI 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)(b)]; **attach sheets labeled “PART VI” and attach documents as required by [R123.37(9)], if applicable.**

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 bccolr@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

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