

ANNEXATION CHECKLIST (must be fully completed prior to filing annexation petition)

<i>Annexation Petition Checklist</i>	YES	NO	N/A	Comments	Signature of Official
<i>GIS Approval</i>	YES	NO	N/A	Comments	Signature of Official
Certifying that all pre-approval items have been met (<i>attach completed GIS form</i>)					
<i>Regional Planning Approval</i>	YES	NO	N/A	Comments	Signature of Official
Petition, Map & Plat have met any requirements necessary in accordance with Regional Planning and Flood Plain (<i>if not, please specify what actions are necessary</i>)					
<i>County Engineer Approval</i>	YES	NO	N/A	Comments	Signature of Official
<i>No street or highway will be divided or segmented by the boundary line between a township and the municipal corporation as to create a road maintenance problem, or, if a street or highway will be so divided or segmented, the municipal corporation has agreed, as a condition of the annexation, that it will assume the maintenance of that street or highway. For the purposes of this division, "street" or "highway" has the same meaning as in section 4511.01 of the Revised Code. ORC 709.033(6)</i>					
<i>Annexation Requirements</i>	YES	NO	N/A	Comments	Signature of Official
Type of Annexation Petition:					
Regular 709.03 709.31 709.032 709.033					
Expedited Type 1 <i>ORC 709.022</i>					
<i>Annexation Agreement or CEDA Included?</i>					
Expedited Type 2 <i>ORC 709.023</i>					
Expedited Type 3 <i>ORC 709.024</i>					
Annexations of Municipal, County or State-owned Land (submitted by Municipality) <i>ORC 709.16</i>					
<i>Director of Dept. of Administrative Services has filed written consent if state-owned land (ORC 709.16(D))</i>					
<i>Annexation Requirements continued</i>	YES	NO	N/A	Comments	Signature of Official
Petition includes Full & Accurate Legal Description of Perimeter (<i>verified by GIS/Map Office</i>) <i>ORC 709.02(C)(2)</i>					
Petition includes accurate plat and map (<i>verified by GIS/Map Office</i>) <i>ORC 709.02 (C)(2)</i>					

<i>Annexation Requirements continued</i>	YES	NO	N/A	Comments	Signature of Official
Real estate is contiguous to municipality to which annexation is proposed <i>(verified by GIS/Map Office)</i> ORC 709.02 (a)					
Territory to be annexed is not unreasonably large <i>(verified by GIS/Map Office)</i> ORC 709.033(4)					
Does Territory have a common boundary of 5% perimeter? <i>(verified by GIS/Map Office)</i>					
No Island is created <i>(verified by GIS/Map Office)</i>					
If land is located in more than one county, majority of acreage in territory is within county of filing <i>(verified by GIS/Map Office)</i> ORC 709.11					
Petition includes Signatures of at least 51% of property owners in the area proposed to be annexed <i>(ORC 709.02 (c)(1))</i>					
All signatures are of “owners” as defined in ORC 709.02 (E). Owners must be authorized to sign the petition and have title to property on date petition was filed <i>(ORC 709.02(E))</i>					
Each Signature includes a date it was obtained, and no signature was obtained more than 180 days before petition was filed. <i>(ORC 709.02 (C)(1))</i>					
Petition includes name and address of agent for petitioners. <i>(ORC 709.02(C)(3))</i>					
List of parcels in area to be annexed and adjacent territory that includes name of owner, mailing address of owner, and permanent parcel number was submitted with petition. <i>(ORC 709.02(D))</i>					