

# GIS-Map Annexation Checklist

Date: \_\_\_\_\_

**Type:** Regular \_\_\_ Exp#1 \_\_\_ Exp#2 \_\_\_ Exp#3 \_\_\_ Municipal \_\_\_

There Must be a place on the plat for this information

**Township** Date \_\_\_ \ \_\_\_ \ \_\_\_ **City\ Village** Date \_\_\_ \ \_\_\_ \ \_\_\_ **County** Date \_\_\_ \ \_\_\_ \ \_\_\_  
Resolution # \_\_\_\_\_ Ordinance # \_\_\_\_\_ Resolution # \_\_\_\_\_

**Adequate Description:** Yes \_\_\_ No \_\_\_ **Plat:** Yes \_\_\_ No \_\_\_

Acres:

Regular, not unreasonably large OK \_\_\_ Too large \_\_\_  
Expedited, not over 500 acres OK \_\_\_ Too large \_\_\_

Is an **Island** created? Yes (rejected) \_\_\_ No \_\_\_

Does territory have a common boundary of **5%** of perimeter?

Perimeter is \_\_\_\_\_' common boundary is \_\_\_\_\_'  
Perimeter x 5% = \_\_\_\_\_  
OK \_\_\_ Rejected \_\_\_

Are all Roads Included? Yes \_\_\_ No \_\_\_ All Parcel #'s Included? Yes \_\_\_ No \_\_\_

Are all Address Included? Yes \_\_\_ No \_\_\_ All Parcel Names Included? Yes \_\_\_ No \_\_\_

**Documents Needed:** (write N/A where Applicable)

Ordinance \_\_\_\_\_ Resolution \_\_\_\_\_  
Description \_\_\_\_\_ Plat \_\_\_\_\_  
Petition \_\_\_\_\_ Proof Of Notice \_\_\_\_\_ (except Municipal)  
Expedited - Needs annexation agreement or CEDA

Road Name Change? Yes \_\_\_ No \_\_\_

If yes, Old Name: \_\_\_\_\_  
New Name: \_\_\_\_\_

House Numbers need Changed? Yes \_\_\_ No \_\_\_

**\*\*Note: BEFORE the Recording can be processed, we are requesting Copy's of the Letter Notifications verifying that the individuals were notified of the Address Change.\*\***

If yes,

(Assigned By either City or GIS Dept)  
Once Council Approval Run Through for Address Change

Parcel #'s:	Old Address:	New Address:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**City / Township** Approval of Address Change: \_\_\_\_\_ Date: \_\_\_\_\_

**Copy of Letter Notifications Attached:** \_\_\_\_\_

**Approved By:**

Map Office: \_\_\_\_\_ Auditor's Office: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Final Recording: (Map Office Use Only)

**FINAL RECORDED DATE** \_\_\_ \ \_\_\_ \ \_\_\_ **PLATBOOK** \_\_\_\_\_ **PAGE** \_\_\_\_\_

Old Parcel #'s: \_\_\_\_\_  
\_\_\_\_\_

New Parcel #'s: \_\_\_\_\_  
\_\_\_\_\_

Additional Notes/Comments: \_\_\_\_\_