

# ANNEXATION REQUEST CHECKLIST

- \_\_\_\_\_ Annexation Petition Received
- \_\_\_\_\_ Annexation Petition Received by the Board
- Involuntary
  - Voluntary
  - Non-Contiguous
  - Contiguous
- \_\_\_\_\_ Adoption of Resolution Directing Clerk to investigate petition
- \_\_\_\_\_ Certificate of Sufficiency completed by Clerk
- \_\_\_\_\_ Adoption of Resolution setting date of Public Hearing – One time in newspaper at least (10) Days before the date of Public Hearing
- \_\_\_\_\_ Date Public Hearing Advertised
- \_\_\_\_\_ Date Public Hearing Held
- \_\_\_\_\_ Annexation Ordinance Approved

## CHECKLIST FOR ORDINANCE AFTER ADOPTION

- \_\_\_\_\_ Notice of Adoption of the Annexation Ordinance be published

## RECORDATION

- \_\_\_\_\_ Board of Elections
- \_\_\_\_\_ Register of Deeds
- \_\_\_\_\_ Secretary of State
- \_\_\_\_\_ Population information should be reported to the Office of State Planning
- \_\_\_\_\_ Copy to the City Tax Collector
- \_\_\_\_\_ Copy to Building Inspector
- \_\_\_\_\_ Copy to Police Department