



## ★ Before filing

1. Meet the criteria
  - Property does not exceed 500 acres
  - Property shares a boundary with municipality of at least 5%
  - Annexation will not create an "island" of township
  - Municipality is able to provide utility services to the property
2. Contact municipality
  - Confirm availability of utility service
  - If available, municipality will pass an ordinance to this effect

## ★ At time of filing

3. Submit materials to Franklin County EDP
  - Completed application form with signatures
  - Legal description of property
  - Map or plat of property

Legal description and map must be certified by Franklin County Engineer

Provide list of adjacent properties  
Include Names, addresses, Parcel ID number

## ★ After filing

4. Distribute petition
  - Provide to: township, municipality, each adjacent property owner
  - Serve in person or send by certified mail within 5 days
  - Include all documents (application, legal description, map, list of adjacent owners)
5. Submit proof of distribution to Franklin County EDP

Township and municipality:	Certified mail receipts (if sent by mail) Affidavit by delivery agent (if delivered in person)
Adjacent property owners:	No proof required
6. Submit municipal service ordinance to Franklin County EDP  
Provide within 20 days
7. Attend hearing: \_\_\_\_\_  
Hearings are held at the Franklin County Courthouse, 26th floor  
373 S. High St., Columbus                      Tuesday, 9:00am

**Annexation Petition**

# \_\_\_\_\_

<b>Important dates</b>	
<b>Filing Date:</b>	
Distribute copies to township, city, Adjacent property owners:	5 days after filing
Submit municipal service ordinance to Franklin County EDP:	20 days after filing
Submit proof of distribution to Township, city	
<b>Hearing Date:</b>	
Franklin County Courthouse, 26th floor 373 S. High St., Columbus 9:00am	30-45 days after filing

**Annexation contact information**

Franklin County Economic Development & Planning 150 South Front Street, FSL Suite 10 Columbus, OH 43215 614-462-3094	City of Columbus Planning Division 109 North Front Street Columbus, OH 43215 614-645-6057	City of Dublin Planning & Zoning 5800 Shire-Rings Rd Dublin, OH 43017 614-410-4679
Grove City Development Department 4035 Broadway Grove City, OH 43213 614-277-3000	City of Reynoldsburg Development Department 7232 E. Main Street. Reynoldsburg, Ohio 43068 614-322-6807	City of Hilliard Service Department 3800 Municipal Way Hilliard, OH 43026 614- 876-7361 ext. 707
City of Westerville Planning & Development Department 64 E. Walnut Street Westerville, Ohio 43081-2119 614-901-6650	City of Gahanna Zoning Division South Hamilton Road Gahanna, OH 43230 614-342-4025	Village of Canal Winchester Building & Zoning Department 36 S. High St. Canal Winchester, OH 43110 614-837-7493
Village of New Albany Zoning & Development Department 99 W. Main Street New Albany, OH 43054 614-855-3913	Village of Groveport Planning & Development Department 655 Blacklick Street Groveport, OH 43125 614-836-5301	