



TYPE 1 ANNEXATION PETITION APPLICATION SUBMITTAL INSTRUCTIONS

***Please review the following to ensure all submittal requirements are provided. Incomplete submittals will not be accepted. Submittals are not complete and are not considered accepted until all required documents are provided, and fees are paid.**

****Forward any questions about application, survey, and/or submittal requirements and options to the Planning Project Coordinator at 614-525-3904 or Planning@franklincountyohio.gov.**

1. **COMPLETED APPLICATION FORM** – Please confirm all application form requirements are complete.
 - a. Include all Property and Property Owner/Agent Information
 - i. Site address, Parcel ID, Acreage, Existing Townships, and Receiving Municipality
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es)

2. **COMPLETED EXHIBITS AND MAPS/PLATS**
 - a. Legal descriptions and plat/map surveys shall be submitted to the Franklin County Engineer’s Office for preliminary approval prior to submission
 - i. Electronic: <https://survey123.arcgis.com/share/29aa71c9571040d29fdc6bf8421d1c95>
 - ii. Hard Copy: 970 DUBLIN ROAD, COLUMBUS, OHIO 43215
 - b. Provide Copy of Approved Annexation Agreement.
 - c. List of adjoining property owners, addresses, and Parcel ID’s, including properties across roadways.

3. **APPLICATION SUBMITTAL**
 - a. Confirm required fees with Planning Administrator and/or Planning Project Coordinator.
 - b. Applications and fees should be hand delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre’ Wolf, Planning Project Coordinator.
 - c. Applications are not considered filed until all required documents, approved legal description survey/map exhibit, required fees are submitted, and a determination made by the Planning Administrator, Assistant Director, and/or designee that the application is complete.
 - d. Incomplete applications may be rejected and/or returned to the owner/applicant.

4. **HEARING AND APPROVAL TIMELINE**
 - a. Petition will be heard at the next available BOC General Session Hearing, subject to Franklin County workflow and scheduling procedures.
 - b. After County approval, annexation is still subject to approval by the receiving municipality/jurisdiction.



Franklin County
Board of Commissioners
**ECONOMIC DEVELOPMENT
& PLANNING**

Application for
**Annexation
Petition**
Expedited Type 1
Pursuant to ORC §709.022

Property Information

Site Address:

Parcel ID(s):

Total Acreage:

From Township:

To Municipality:

Property Owner Information *In the event of multiple owners, please attach separate sheet

Name:

Address:

Phone #

Fax #

Email:

Attorney/Authorized Agent Information

Name:

Address:

Phone #

Fax #

Email:

Staff Use Only

Case #

Hearing Date:

Date Filed:

Fee Paid:

Receipt #:

Received By:

- Notifications not required
- Service Ord. not required
- Public hearing not required

Document Submission

The following documents must accompany this application:

- Legal description of the property
- Fee Payment (*checks only*)
- Map/plat of property
- List of adjacent properties
- Certified copy of CEDA or annexation agreement

Waiver of Right to Appeal

The undersigned hereby request/s the Board of County Commissioners follow O.R.C. §709.022 in consideration of this petition.

WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO ANY ACTION ON THE PETITION TAKEN BY THE BOARD OF COUNTY COMMISSIONERS.THERE IS ALSO NO APPEAL FROM THE BOARD'S DECISION IN THIS MATTER IN LAW OR IN EQUITY.

Property Owner

Date

Property Owner

Date

Attorney or Authorized Agent

Date

Attorney or Authorized Agent

Date

Applications may be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator. Forward any questions to the project coordinator at 614-525-3904 or Planning@franklincountyohio.gov.