



**MUNICIPAL 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.***

***\*\*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](mailto: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 Township, and Receiving Municipality
    - ii. Name(s) Address(es), Phone Number(s), Email Address(es) with required signatures
  2. Ordinance Number authorizing the annexation
  3. Jurisdiction that owns the property to be annexed (Municipality, Franklin County, State of Ohio)
  
4. **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 Certified Copy of Ordinance authorizing the annexation application.
  
5. **APPLICATION SUBMITTAL**
  - a. Applications should be hand delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre’ Wolf, Planning Project Coordinator.
  - b. Applications are not considered filed until all required documents, approved legal description survey/map exhibit and a determination made by the Planning Administrator, Assistant Director, and/or designee that the application is complete.
  - c. Incomplete applications may be rejected and/or returned to the owner/applicant.
  
6. **HEARING AND APPROVAL TIMELINE**
  - a. Petition will be journalized at the next available BOC General Session Hearing and heard within 30 days subject to Franklin County workflow and scheduling procedures.
  - b. After County approval, annexation may still be subject to post approval actions by the receiving municipality/jurisdiction.



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

Application for  
**Annexation  
Petition**  
Municipal  
Pursuant to ORC §709.15

**Property Information**

Site Address:

Parcel ID(s):

Total Acreage:

From Township:

To Municipality:

**Municipal Authority**

Authorizing Ordinance #:

Land Ownership (*check one*):

Municipality

Franklin County

State of Ohio

**Attorney/Authorized Agent Information**

Name:

Address:

Phone #

Fax #

Email:

**Staff Use Only**

Case #

Hearing Date:

Date Filed:

Received By:

Date Journalized:

**Document Submission**

The following documents must accompany this application on letter-sized 8 1/2" x 11" paper:

Legal description of the property

Map/plot of property

*Certified* copy of ordinance authorizing this application

**Petitioners Signature** \*Please attach a serperate page if necessary

The undersigned, petitioners in the premises, and being authorized to act on behalf of the municipality listed above, do hereby pray that the territory listed above be annexed to said municipality.

The undersigned further acknowledge that the Franklin County Board of Commissioners may take the following actions:

- For land owned by the municipality, the Board must grant the petition
- For land owned by a County, the Board may grant or deny the petition
- For land owned by the State of Ohio, if the Director of Administrative Services has filed written consent, the Board must grant the petition

Property Owner

Date

Property Owner

Date

Agent or Authorized Representative

Date

Agent or Authorized Representative

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.

(revised 03.10.25)