



REGULAR 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, Townships, and Municipalities
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es)
 - b. Mark all checklist boxes on application form to confirm all required documents have been provided.
 - c. Signatures required for all property owners, additional pages may be included if necessary.

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. List of adjoining property owners, addresses, and Parcel ID's
 - c. Missing items on the Survey/Exhibit may cause the application to be rejected until the required information is provided and confirmed by Staff.

3. **APPLICATION SUBMITTAL**
 - a. Applications should be delivered to 150 South Front Street, FSL Suite 10, Columbus, Ohio, 43215-7104, ATTN: Tre' Wolf, Planning Project Coordinator.
 - b. Incomplete applications may be rejected and/or returned to the owner/applicant.

4. **POST SUBMITTAL REQUIREMENTS**
 - a. Notice to adjoining property owners (must be noticed within 5 days of filing petition with County)
 - b. Notice to Township and Municipality (must be noticed within 10 days of filing petition with County)
 - c. Certification of notice to adjoining property owners, existing Township, and Municipality (must be provided within 10 days of filing petition with County)
 - d. Certification of notice to adjoining property owners, existing Township, and Municipality (must be provided within 5 days of filing petition with County)
 - e. Copy of Certified Municipal Ordinance for Services and Incompatible Land Use Buffer (must be provided within 20 days of filing petition with County)
 - f. Publish notice in newspaper (within 7 days prior to hearing)
 - g. File proof of publication (within 10 days after publication)



Franklin County
Board of Commissioners

ECONOMIC DEVELOPMENT & PLANNING

5. HEARING AND APPROVAL TIMELINE

- a. Petition will be journalized at the next available BOC General Session Hearing, subject to Franklin County workflow and scheduling procedures.**
- b. Petition will be heard within 30 days of filing with the County**
 - i. Subject to Franklin County workflow and scheduling procedures**
 - ii. Subject to providing all post submittal requirements within the stated timelines**



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

Application for
**Annexation
Petition**
Regular
By majority of property owners

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 # _____
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Email: _____

Attorney/Authorized Agent Information

Name: _____

Address: _____

Phone # _____	Fax # _____
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Email: _____

Petitioners Signature *Please attach a separate page if necessary

At least 51% of property owners must sign this petition. Attach additional sheet if necessary

Property Owner _____	Date _____
Property Owner _____	Date _____
Attorney or Authorized Agent _____	Date _____

Staff Use Only

Case # _____

Hearing Date (60-90 days): _____

Date Filed: _____

Fee Paid: _____

Receipt #: _____

Received By: _____

Applicant Deadlines

Notify twp/municipality	5 days after filing
Notify adjacent owners	10 days after filing
File proof twp/municipality notice with County	10 days after service
File proof adj. owners notice with County	10 days after mailing
File municipal service ordinance with County	20 days before hearing
Publish notice in newspaper	7 days before hearing
File proof of publication with County	10 days after published

Document Submission

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

- Legal description of the property
- Fee Payment (checks only)
- Map/plot of property
- List of adjacent properties (with name, address, parcel ID)
- Additional signature page (if necessary)