



DETACHMENT 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.***

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 Municipality, and Receiving Township
 - ii. Name(s) Address(es), Phone Number(s), Email Address(es) with required signatures
 2. Consent Ordinance Number authorizing the detachment
 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 Consent Ordinance from the municipality authorizing the detachment.

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 scheduled for hearing in accordance with the Franklin County Board of Commissioners' workflow and scheduling procedures.
 - b. Scheduling may not occur unless and until the BOC, or designee(s) ascertain and apportion the indebtedness of the property to be detached.
 - c. After County approval, annexation may still be subject to post approval actions by the receiving municipality/jurisdiction.



Application for
**Detachment
Petition**

Detachment
Pursuant to ORC §709.38

Property Information – Use additional sheets if needed	
Site Address	
Parcel ID(s)	Total Acreage
From Municipality	To Township

Property Owner Information – Use additional sheets if needed	
Name	
Address	
Phone #	Fax #
Email	

Attorney/Agent Information	
Name	
Address	
Phone #	Fax #
Email	

Staff Use Only
Case #
Hearing date:
Date filed:
Consent Ordinance #
Ordinance Approved Date:

Document Submission
The following documents must accompany this application on letter-sized 8 1/2" x 11" paper:
<input type="checkbox"/> Legal description of property
<input type="checkbox"/> Map/plat of property
<input type="checkbox"/> Consent Ordinance

Property Owner(s) Signature – Use additional sheets if needed			
_____	_____	_____	_____
Property Owner	Date	Property Owner	Date
_____	_____	_____	_____
Property Owner	Date	Property Owner	Date