



TYPE 3 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) with required signatures
2. **COMPLETED EXHIBITS AND MAPS/PLATS**
 - a. Hard copies of the legal description(s) and plat/map survey(s) shall be submitted to the Franklin County Engineer's Office for approval prior to submission
 - i. Hard Copy: 970 DUBLIN ROAD, COLUMBUS, OHIO 43215
 - ii. Documents without the "red" approval stamp will not be accepted
 - 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. Confirm required fees with Planning Administrator and/or Planning Project Coordinator.
 - b. Applications 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. **POST SUBMITTAL REQUIREMENTS**
 - a. Certification of notice to adjoining property owners, existing Township, and Municipality (must be provided within 5 days of filing petition with County)
 - b. Copy of Certified Municipal Ordinance for Services and Incompatible Land Use Buffer (must be provided within 20 days of filing petition with County)
5. **HEARING AND APPROVAL TIMELINE**
 - a. Petition will be journalized at the next available BOC General Session Hearing and be heard within 30 days of filing with the County.
 - i. Subject to providing all post submittal requirements within the stated timelines
 - ii. 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 3
Economic Development Project

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:

Notification Deadline (5 days):

Svc Statement Deadline (20 days):

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/plat of property

☐ List of adjacent properties

Petitioners Signature

The undersigned hereby request/s the Board of County Commissioners follow O.R.C. §709.024 in consideration of this petition.

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.