## S A M P L E

**PETITION FOR ANNEXING UNINCORPORATED PROPERTY**

**BY CHIEF ADMINISTRATIVE LAW JUDGE’S ORDER**

IN THE MATTER OF THE PETITION OF THE (CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) AND/OR

(THE TOWN BOARD OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (OR CERTAIN PERSONS)

FOR ANNEXATION OF UNINCORPORATED ABUTTING PROPERTY TO

THE CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MINNESOTA

PURSUANT TO MINNESOTA STATUTES § 414.031

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TO: Office of Administrative Hearings

Municipal Boundary Adjustment Unit

P. O. Box 64620

St. Paul, MN 55164-0620

The Office of Administrative Hearings is hereby requested to hold a public hearing on the question of annexing certain property to the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota pursuant to Minnesota Statutes § 414.031. The petitioner for annexation is:

\_\_\_\_\_\_The City of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or,

\_\_\_\_\_\_The Township of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; or,

\_\_\_\_\_\_20% of the property owners or \_\_\_\_ 100 property owners, whichever is less, in

the area to be annexed. There are \_\_\_\_\_\_\_\_\_\_\_(number) property owners

in the area proposed for annexation. The number of owners who have

signed this petition is \_\_\_\_\_\_\_\_\_\_. (If the land is owned by more than

one person, all must sign the petition to represent all owners). The number

of petitioners required by Minnesota Statutes § 414.031 to commence a

proceeding is 20% of the property owners or 100 property owners,

whichever is less, in the area to be annexed; or

\_\_\_\_\_\_The City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Town of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

annexation of the entire township to the city.

Notice of Intent to Annex was served on Township(s) (Subd. 1a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subd. 1a. Notice of intent to annex.** At least 30 days before submitting a petition or resolution to the chief administrative law judge under this section, the petitioning municipality or petitioning property owner or supporting municipality must serve the township clerk of the affected township by certified mail a notice of the petitioning municipality’s or the petitioning property owner’s intent to annex property within the township. The notice must clearly identify the boundaries of the area proposed to be annexed.

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The area proposed for annexation is described as follows:

***INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.***

***DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.***

1. The petitioners have submitted a copy of this petition to the affected

Township(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

2. The area proposed for annexation abuts the city on the city's N S E W (circle one)

boundary(ies) thereof, and none of it is presently a part of any incorporated city or in an

area designated for orderly annexation.

3. The total acreage of the area proposed for annexation is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. The petitioners believe that all of this property is or is about to become urban or suburban

in character.

5. The reason for requesting the annexation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. Parties entitled to notice under Minnesota Statutes § 414.09 Subd. 1(c) are:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. If this petition is by property owners, a copy of a resolution from the City of \_\_\_\_\_\_\_\_\_\_,

the annexing municipality, supporting the annexation is attached hereto.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Signatures of: City Mayor and/or Clerk; or Town

Board Chair and/or Clerk; or property owners)

*Municipal Boundary Adjustment Unit Contact*

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*(March 2023)*