## S A M P L E

# NOTICE OF INTENT FOR ANNEXATION

IN THE MATTER OF THE NOTICE OF INTENT FOR THE ANNEXATION

OF CERTAIN LAND TO THE CITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MINNESOTA

PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 3

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TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town Board; and

Office of Administrative Hearings

Municipal Boundary Adjustment Unit

P. O. Box 64620

St. Paul, MN 55164-0620

\*\*In accordance with Chapter 6000.0800 [of Minnesota Administrative Rules](http://www.revisor.leg.state.mn.us/arule/6000/), the notice of intent must be filed together with a certification showing that the notice of intent was served upon the proper parties, and the date filed.

WHEREAS, the territory described below is not presently within the corporate limits of any incorporated city, and

WHEREAS, the area proposed for annexation is 40 acres or less in size, is 60% or more bordered by land already within the corporate limits of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and is not appropriate for annexation by ordinance pursuant to Minnesota Statutes § 414.033, Subd. 2(3); and

WHEREAS, the area proposed for annexation is described as follows:

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

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

WHEREAS, the area proposed for annexation abuts upon the corporate limits of the

City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota; and

WHEREAS, the area proposed for annexation is unincorporated, abuts on the city’s

N S E W (circle one) boundary(ies), and is not included within any other municipality; and

WHEREAS, the area proposed for annexation is approximately \_\_\_\_\_\_\_\_\_\_\_ acres in size; and

WHEREAS, the reason for the proposed annexation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and.

WHEREAS, the nature of the area proposed for annexation is (residential, commercial, industrial, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

WHEREAS, the area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any

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other proceeding currently pending before the Office of Administrative Hearings - Municipal Boundary Adjustment Unit; and

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, MINNESOTA that we hereby serve a Notice of Intent to annex the above-described property into the corporate limits of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota on:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County; and the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

Adopted this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_

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

Mayor

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

City Clerk/Administrator

*Municipal Boundary Adjustment Unit Contacts*

*Star Holman* [*star.holman@state.mn.us*](mailto:star.holman@state.mn.us) *651-361-7909*

*Katie Lin* [*katie.lin@state.mn.us*](mailto:katie.lin@state.mn.us) *651-361-7911*

*(June 2012)*