



SAMPLE PETITION FOR ANNEXATION BY ORDINANCE

(IN THE MATTER OF THE PETITION OF (CERTAIN PERSONS) (OR THE CITY OF \_\_\_\_\_) (OR THE TOWN OF \_\_\_\_\_) FOR ANNEXATION PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 5

TO: Council of the City of Waconia, Minnesota, and

Minnesota Municipal Board
165 Metro Square Building
St. Paul, Minnesota 55101

PETITIONERS STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under M.S. 414.033, Subd. 5.

It is hereby requested by:

\_\_\_\_\_ the sole property owner; or
[X] all of the property owners; or
\_\_\_\_\_ a majority of the property owners of the area proposed for annexation to annex certain property described herein lying in the Town of Waconia to the City of Waconia County of Carver, Minnesota. (Where the petition is commenced by a municipality or town, the petition must include the appropriate action by the governing body, including the citation to the resolution, ordinance, or Notice of Intent.)

The area proposed for annexation is described as follows:

(Insert complete and accurate property description.)

- 1. There are 6 property owners in the area proposed for annexation.
2. 6 property owners have signed this petition. (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)
3. The population of the annexation area is 11. (optional)
4. Said property is unincorporated, abuts on the city's N E S (W) (circle one) boundary(ies,) and is not included within any other municipality.
5. The area of land to be annexed in acres is:
\_\_\_\_\_ Platted X Unplatted \_\_\_\_\_ Total
6. The reason for the requested annexation is City services (sewer & water)
7. All of the annexation area is or is about to become urban or suburban in character.

8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to M.S. 414.0325.

PETITIONER'S REQUEST: That pursuant to M.S. 414.033, the property described herein be annexed to and included within the City of Waconia.

Dated: 12-10-97 Daniel J. Schupp Melissa Schupp  
Robert Schupp Thomas D. Palen  
Paul A. Grand

The petition to the Minnesota Municipal Board should be accompanied by the following, pursuant to Minnesota Municipal Board Law Chapter 414 and Rules of Procedure:

A. A certification showing that a copy of the petition was filed within 10 days after service on the annexing city with the Town of \_\_\_\_\_ on \_\_\_\_\_ (date), the County of \_\_\_\_\_ on \_\_\_\_\_ (date), and the abutting municipality of \_\_\_\_\_ on \_\_\_\_\_ (date).

B. A filing fee of \$10 per acre with a minimum of \$200.00 and a maximum of \$750.00.

C. Mapping requirements are described below:

"Corporate boundary map" means a map which accurately describes the boundaries of a municipality. (414.011 - definitions.)

"Plat map" means that document recorded in the office of the county recorder in the county where the area is located. (414.011 - definitions.)

A municipality initiating any boundary adjustment authorized by this chapter shall file with the Municipal Board a corporate boundary map. Any proposed boundary adjustment shall be delineated on a copy of the corporate boundary map. (414.012 - Maps - Subd. 1.)

Any party initiating a boundary adjustment which includes platted land shall file with the Municipal Board maps which are necessary to support and identify the land description. The maps shall include copies of plats. (414.012 - Maps - Subd. 2.)

A map showing the property proposed for consideration and its relationship to any surrounding municipality. All distance references should be given by length. Beginning points should be land survey monuments and the description must close the boundaries. References to roads or railroads should be to survey lines, such as centerline or known right-of-way line. The intent to include or exclude highway, railroad and street right-of-ways surrounding platted blocks or lots should be clearly stated. (Minnesota Municipal Board Rule 6000.0800 (c.)