



## MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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Saint Paul, Minnesota 55101

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January 24, 2011

Jody Winters  
Gavin, Olson & Winters Ltd  
1017 Hennepin Avenue, North  
Glencoe, MN 55336-2218

**VIA E-MAIL**

Re: A-7751 Silver Lake/Hale Township (Ashley Ardolf Petition; -1 acre)

Dear Ms. Winters:

The Office of Administrative Hearings acknowledges receipt of the above-referenced petition for annexation to the City of Silver Lake. Please refer to the above-referenced docket number in future communications regarding this proposed annexation.

It is the responsibility of the initiating party to meet all necessary requirements before the annexation ordinance can be accepted for filing. (Under Minnesota Statutes 414.033, Subd. 5, the city may assist the petitioners in complying with these requirements.) In cases where the procedure is initiated by service of a petition on a municipality or by service of notice of intent on a town board, the ordinance must not be passed until 90 days after the township has been served, unless the town board signs a waiver stating they have no objection to the annexation.

The petition must be accompanied by a certification showing that it was served upon the town board, county board, the council of any abutting municipality, and the date filed. A petition must be served upon said parties within 10 days after filing the petition with the city.

As discussed with Ms. Holman of this office, you will be submitting a clear copy of the section map. The section map received with the petition is shaded gray and unclear. Please highlight the area proposed for annexation and make sure the city limits are clearly marked.

Please state the reason for the annexation (i.e. residential, commercial, industrial, etc.).

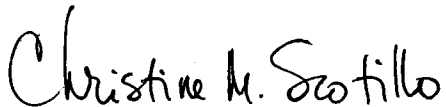
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A filing fee of \$100.00 is required. (Filing fees are \$5.00 an acre with a minimum of \$100.00 and a maximum of \$600.00.)

According to law, the ordinance must be filed with this office, the Township of Hale, the County Auditor, and the Secretary of State. **This office will file a copy of the ordinance with the Secretary of State upon approval by this office.**

If you have any questions, please contact this office.

Sincerely,



Christine M. Scotillo, Executive Director  
Municipal Boundary Adjustments  
651-361-7910  
[christine.scotillo@state.mn.us](mailto:christine.scotillo@state.mn.us)  
[www.mba.state.mn.us](http://www.mba.state.mn.us)

CMS:sjh

c: Mr. Kerry.Venier, Silver Lake City Clerk (via E-mail)