



MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

600 North Robert Street
Saint Paul, Minnesota 55101

Mailing Address:
P.O. Box 64620
St. Paul, Minnesota 55164-0620

Voice: (651) 361-7900
TTY: (651) 361-7878
Fax: (651) 361-7936

November 16, 2012

David T. Magnuson, Stillwater City Attorney
Magnuson Law Firm
324 Main Street South Suite 260
Stillwater, MN 55082-5165

VIA E-MAIL
(dtmagnuson@magnusonlawfirm.com)

Re: A-7822 Stillwater/Stillwater Township (Notice of Intent Dated 10-16-12; 2.86 acres)

Dear Mr. Magnuson:

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

As discuss with Ms. Lin of this office, it is the responsibility of the initiating party to meet all necessary requirements before the notice of intent can be accepted for filing:

- A filing fee of \$100.00 is necessary.
- Verify the date the city served the notice of intent to annex upon the town board.
- Submit a map highlighting the area proposed for annexation in relationship to the entire city.
- State the reason for the annexation (i.e. residential, commercial, industrial, etc.).

If you have any questions, please contact this office.

Sincerely,

Handwritten signature of Starlene J. Holman in cursive.

Starlene J. Holman
State Program Administrator, Senior
Municipal Boundary Adjustment Unit
star.holman@state.mn.us
651-361-7909

SJH:kjl

c: Larry Hansen, Stillwater City Administrator (lhansen@ci.stillwater.mn.us)