



MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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November 5, 2013

Michael J. Weber, City Planner
Alexandria City Hall
704 Broadway
Alexandria, MN 56308

VIA E-MAIL
(mweber@rea-alp.com)

Re: A-7866 Alexandria/LaGrand Township (Paulson Petition; 0.16 acre)

Dear Mr. Weber:

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

As discussed with Ms. Lin of this office, it is the responsibility of the initiating party to meet all necessary requirements before the petition can be accepted for filing. Under Minnesota Statutes 414.033, Subd. 5, the city may assist the petitioners in complying with these requirements:

- 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.
- A filing fee of \$100.00 is required. A filing fee for an annexation by ordinance is \$5.00 an acre with a minimum fee of \$100.00 and a maximum fee of \$600.00.
- A plat map is necessary to correctly identify the proposed annexation.

Please note that when an annexation is initiated by service of a petition on a municipality, 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.

Michael Weber
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If you have any questions, please contact Katie Lin, State Program Administrator, at katie.lin@state.mn.us or (651) 361-7911.

Sincerely,



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

SJH:kjl