## S A M P L E

# PROPERTY OWNER PETITION FOR ANNEXATION BY ORDINANCE

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION

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

PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

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

TO: Council of the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota

AND

Office of Administrative Hearings

Municipal Boundary Adjustment Unit

P. O. Box 64620

St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

It is hereby requested by:

\_\_\_\_\_ the sole property owner; or

\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota.

The area proposed for annexation is described as follows:

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

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

1. There are \_\_\_\_\_ property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner - the *number* of parcels *owned* by a petitioner is not counted.)

2. \_\_\_\_\_ property owners have signed this petition. (If the land is owned by more than one person, all must sign the petition to represent all owners.)

3. Said property is unincorporated, abuts on the city’s N S E W (circle one) boundary(ies), and is not included within any other municipality.

4. The area of land proposed for annexation, in acres, is:

\_\_\_\_\_\_\_ Unplatted \_\_\_\_\_\_\_ Platted \_\_\_\_\_\_\_ Total

5. The reason for the requested annexation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. The area proposed for annexation will be zoned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## S A M P L E

-2-

7. All of the area proposed for annexation 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 Minnesota Statutes § 414.0325, nor in any

other boundary adjustment proceeding pending before the Municipal Boundary

Adjustment Unit of the Office of Administrative Hearings.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Minnesota.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***NOTE: Pursuant to Minnesota Statutes § 414.033 and Minnesota Rules 6000.0800, the***

***petition to the Office of Administrative Hearings must be accompanied by a***

***certification showing that a copy of the petition was filed within ten (10) days after***

***service on the annexing city to the affected township(s), county, and any other***

***abutting municipality(ies).***

***NOTE: Under Minnesota Statutes § 414.033, Subd. 5, if the petition is not signed by all***

***of the property owners of the land proposed for annexation, the ordinance shall not***

***be enacted until the municipal council has held a hearing on the proposed***

***annexation after at least 30 days mailed notice to all property owners within the area***

***to be annexed.***

*Municipal Boundary Adjustment Unit Contact*

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

*(March 2023)*