



MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS

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June 10, 2013

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

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

Re: A-7852 Alexandria/Carlos Township
(Petition for John L. Meyer Revocable Trust et. al. Property; 0.77 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 any future correspondence relating to this proceeding.

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.

Please provide the date the petition was served on Carlos Township and Douglas County.

The area appears to abut Alexandria Township. Therefore, the town board must be served the petition. Please provide the date the petition was served on Alexandria Township.

When platted land is included within a proposed annexation area, we request that plat maps be submitted to support and identify the land description.

A filing fee of \$5.00 an acre with a minimum of \$100.00 and a maximum of \$600.00 is necessary.

If you have any questions, please contact Katie Lin at katie.lin@state.mn.us or 651-361-7911.

Sincerely,

A handwritten signature in cursive script that reads "Starlene J. Holman".

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

SJH:kjl

c: Jim Taddei, City Administrator (jtaddei@rea-alp.com)