VOLUNTARY ANNEXATION FLOW CHART

1

- Submit a voluntary annexation application including:
- 1- Deed(s)
- 2- Legal Metes & Bounds
- 3- Sealed Boundary Survey (Survey must be sealed and not marked "Preliminary".

2

- Town Staff will review the application, and request the Town Clerk investigate sufficiency to place the application on the Board of Commissioners consent agenda.

3

- Following a successful investigation of the document submitted, the Town Clerk signs the Certificate of Sufficiency to present to Town Board.

4

- Upon presentation of the Certificate of Sufficiency, the Town Board sets the date for a Legislative hearing and the Town Clerk advertises once in local publication of general circulation at least 10 days prior to hearing.

5

- Findings made following the Legislative hearing and ordinance adopted effective immediately.
- A signed Annexation Order with a minimum size of 18 x 24 map, including acreage is recorded with the Register of Deeds and sent to the Secretary of State Land Records within (30) days.