

GUIDE TO FILING ANNEXATIONS*

Checklist of needed items:

_____ **REQUIREMENT #1: City Clerk’s Certification of Ordinance** (The Attestation of the mayor’s signature is not a certification of the ordinance.)

_____ **REQUIREMENT #2: Ordinance (Consent Ordinance or Finalization of an Intent-to-Annex Ordinance)**

_____ **REQUIREMENT #3: Plat/Map** (All text must be legible and “eye-readable.”)

3A: Prepared & Certified by a professional land surveyor

A surveyor’s certification consists of the surveyor’s stamp, signature, and date of signature. All three elements of the certification must be included on the plat & on the description. (Descriptions & plats are separate documents on separate sheets of paper.)

3B: Closed geometric figure

Reverse lines will not be accepted. All calls on the plat must match all calls in the description. Line Tables & Curve Tables are acceptable.

3C: Location of Existing Municipal Boundary

Including the name of the city is encouraged. (ex: “Existing Corporate Boundaries of _____”)

3D: Statement

The surveyor must identify the deeds, plats, right-of-way plans, or other resources used to develop the documents depicting and describing the annexation, severance, or transfer.

3E: In Paper or Electronic Form

To expedite the review, correction, & filing process, plats larger than 11”x 17” should be submitted to the Office of Secretary of State in paper format with the certified ordinance & surveyor’s description. Ask the county clerk’s office for their preference.

_____ **REQUIREMENT #4: Surveyor’s Certified Description of Annexed Parcel or Parcels**

_____ **REQUIREMENT #5: Electronic File (formerly known as CAD, Drawing, or Shapefiles)**

- Electronic Files must be referenced to the Kentucky State Plane Coordinate System zone.
- Electronic Files may be in any of the following formats:
 - 1. AutoDesk, AutoCad, DWG, or DXF;
 - 2. Bentley MicroStation DGN; or
 - 3. ESRI ArcGIS Shapefile (ESRI = Environmental Systems Research Institute; GIS = Geographic Information System)
- If the Electronic File is attached to an e-mail communication, the e-mail and all files attached to that e-mail communication cumulatively shall not exceed fifteen (15) megabytes in size.
- The Electronic File should be complete. It must match the area being annexed, severed, or transferred as depicted on the plat.

REQUIREMENT #5 (Cont.)

– Electronic Files should be submitted to the Office of Secretary of State via e-mail to confirm compliance with KRS 81A.470 (as amended in 2021). Electronic Files may also be submitted to the Office of Secretary of State on CDs or thumb drives.

All Annexations must be filed with the following entities:

_____ The County Clerk of the county or counties in which the city is located. *File a map of the annexed area & list of residents with the county clerk pursuant to KRS 81A.475.*)

_____ Office of the Kentucky Secretary of State
Capitol Annex, Land Office
702 Capital Ave., Ste. T-21-B
Frankfort, KY 40601

Please notify the County PVA Office of the county or counties in which the city is located of the boundary change.

**modified from the Office of the Kentucky Secretary of State, Land Office Division forms.
Questions regarding annexation filings may be addressed to Mr. Travis Horn at this office.
502-782-7408, travis.horn@ky.gov, website: <http://sos.ky.gov/land/>*