

GUIDE TO FILING ANNEXATIONS*

Checklist of needed items:

_____ The type of annexation is stated in the ordinance: (1) by consent or (2) finalization of an intent ordinance that has followed statutory requirements.

_____ All signatures & dates in the ordinance are affixed.

_____ The city clerk's certification is attached to the ordinance.

_____ The surveyor's description & map (plat) are included.

_____ The plat includes annotated lines and/or a line table. Survey calls in the description match the survey calls on the plat—call for call. (An identified "point-of-beginning" is requested. All survey calls & text on the plat must be eye-readable.)

_____ The survey calls on the plat form a closed geometric figure.

_____ "Parcel A" or "Tract 1" in the ordinance is identified as "Parcel A" or "Tract 1" on the plat. Exclusions described in the ordinance are depicted on the plat.

_____ The point(s) at which the annexation joins the existing city boundaries are identified on the plat. (A Vicinity Map assists in placement of the annexed parcel. Although not required by statute, surveyors are encouraged to provide GIS Coordinates.)

_____ The surveyor's statement of resources used to describe & depict the tract is included.

_____ The surveyor's certification is complete: surveyor's seal, signature & date of signature.

_____ Packets are prepared for filing with the county clerk, Secretary of State, & Department for Local Government.

All Annexations must be filed with the following entities:

_____ The County Clerk of the county or counties in which the city is located.

_____ Office of the Kentucky Secretary of State
Land Office Division
Room T40, Capitol Annex
702 Capital Avenue
Frankfort, KY 40601

_____ Department for Local Government
1024 Capital Center Drive
Suite 340
Frankfort, KY 40601

**info from the Office of the Kentucky Secretary of State, Land Office Division
Questions regarding annexation filings may be addressed to Ms. Kandie Adkinson at this office.
502-564-3490, kandie.adkinson@ky.gov, website: <http://sos.ky.gov/land/>*