

# Kentucky Cities



Michael G. Adams  
Secretary of State  
Commonwealth of  
Kentucky



*Bowling Green, Kentucky*

*Text Revised April 2022*

*Overview:  
History  
of  
City Filings*

Before 1893 all Kentucky Cities were established & incorporated by Acts of the Virginia General Assembly (*pre-June 1792*) or Kentucky General Assembly (*after statehood*).

CHAP. CVII.

*An act for establishing a town in the county of Lincoln.*

I. WHEREAS it is represented to this present general assembly, that the laying off the village or township, known by the name of Harrodsburg, in the county of Lincoln, into lots and streets, and establishing the same by law, will be of public utility:

Town of Harrodsburg in Lincoln county, established.

II. *Be it enacted*, That the six hundred and forty acres of land allowed by law, including the said village or township, shall be, and the same is hereby vested in William Christian, John Brown, Robert Mosby, Samuel Lapsley, Peter Casey, John Smith, Samuel Taylor, John Cowan, John Gilmore, James Harrod, Abraham Chaplaine, William Kennedy, and Benjamin Logan, gentlemen, trustees, to be by them, or any seven of them, laid off into lots, with convenient streets, and established a town, by the name of Harrodsburg.

III. *And be it further enacted*, That such of the inhabitants of the said township who were residents therein on the first day of June, in the year one thousand seven hundred and seventy-nine, and have resided there ever since, or who have not obtained a certificate for a settlement and pre-emption from the commissioners

LAWS OF VIRGINIA,

appointed in that country for adjusting claims to unpatented lands, agreeable to law, shall retain their lots and acres, provided that such persons shall not exceed half an acre for each family, for an in-lot, and ten acres each for an out-lot; and the said trustees, or a major part of them, shall convey to such claimants their possessions aforesaid, without any other consideration.

IV. The said trustees shall cause an accurate survey to be made of the said township, and after ascertaining the claims of the several persons who may have a right to lots, according to this act, shall proceed to sell the residue thereof, on twelve months credit, giving sufficient notice of the time of such sale, taking bonds with sufficient security, payable to themselves, as trustees aforesaid, and convey the said lots to the purchasers in fee; and that after deducting the surveyor's fees, and other incidental expences, together with five per centum for collection, shall settle their account on oath, before the supreme court for the district of Kentucky, and pay the balance into the public treasury. Upon the death, removal out of the county, resignation, or other legal disability of any of the trustees, the remaining trustees shall proceed to appoint others to such vacancies, as often as the same shall happen; and the said trustees so appointed shall individually be vested with the same powers, to all intents and purposes, as any one in this act particularly mentioned.

V. *And be it further enacted*, That the owners or purchasers of lots in the said town of Harrodsburg shall, within three years from the day of sale, erect and build thereon a dwelling-house, of the dimensions of twenty feet by sixteen, at the least, with a brick or stone chimney, or on failure thereof, it shall and may be lawful for the trustees, or a major part of them, to re-enter and possess the same again, with full power to dispose of such lots so forfeited, for the best price that can be got, and apply the money arising therefrom to the use and advantage of the said town. The trustees aforesaid, or any seven of them, shall have power from time to time to settle and determine all disputes concerning the bounds of the said lots, and to settle such rules and orders for the regular building of houses thereon, as to them shall seem best and most

OCTOBER 1785—10th of COMMONWEALTH.

convenient. And the owners or purchasers of lots in the said town, so soon as they shall have built upon and saved the same, according to the directions of this act, shall be entitled to, and enjoy all the rights, privileges, and immunities, which the freeholders and inhabitants of other towns in this state, not incorporated, hold and enjoy.

In 1893, the responsibility for city incorporation shifted to the circuit courts. (See KRS 81.050 & KRS 81.060)

In 1942, the Kentucky General Assembly passed legislation that required cities to file incorporations, boundary changes, & dissolutions with the Office of Kentucky's Secretary of State.

From 1942 to 1980 there were **194** filings with the Secretary of State's Office regarding city incorporations, dissolutions, and boundary changes.

Commonwealth of Kentucky, }  
County of Jefferson } SS. OFFICIAL CERTIFICATE

I, ELMER N. CARRELL, Clerk of Jefferson Circuit Court, in and for the Commonwealth and County aforesaid, do hereby certify that the attached is a full, true and correct copy of Judgment, entered, December 2, 1966, and noted on Civil Docket in action #104247, wherein, Frederick Heath, Et Al, Plaintiffs, vs. Ex Parte as appears of record in my office. /s/ LYNDON SCHMID, JUDGE

In TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Court aforesaid, at the city of Louisville, this 19th day of December 1966.

 Elmer N. Carrell Clerk

FREDERICK HEATH, ET AL. ,

PLAINTIFFS

versus:

J U D G M E N T

EX PARTE

On Motion of Plaintiffs, by counsel, and it appearing that a Petition has been filed pursuant to KRS 81.050 to establish the City of Brownsboro Farm, and that notice of said filing having been duly advertised pursuant to said Statute and the Court being advised,

IT IS THEREFORE ORDERED AND ADJUDGED that the following described area be, and it is hereby incorporated into a sixth class city known as  City of Brownsboro Farm.

Located in Jefferson County, Kentucky.

BEGINNING at a point in the Southwest line of Old Brownsboro Hills, Section 1, recorded in Plat Book 17 Page 79 in the office of the Clerk of the Jefferson County Court, Jefferson County, Kentucky, said point being North 32 degrees, 51 minutes 54 seconds West 90.01 feet from the center line of Brownsboro Road (U. S. 22) as shown on said plat. Thence with said Southwest line of Old Brownsboro Hills, Sections 1 and 2, 2489.78 feet to a point, thence North 57 degrees, 08 minutes 06 seconds East 2489.78 feet to a point, thence South 32 degrees, 51 minutes 54 seconds East 2489.78 feet to a point, thence South 57 degrees, 08 minutes 06 seconds West 2489.78 feet to the point of beginning.

IT IS FURTHER ORDERED that the following persons are appointed as officers of said incorporation pursuant to KRS 81.00 et seq.

Senate Bill 22, approved by the Kentucky General Assembly on April 3, 1980, was designed to update the state's files pertaining to Kentucky cities. This law, codified as [KRS 81.045](#), required all cities in the Commonwealth to file the following information with the Office of Secretary of State:

- (1) Name of City;
- (2) Date of Incorporation;
- (3) Classification; and
- (4) Present Boundaries.

In order for cities to receive state moneys, the filings had to be mailed to the Secretary of State no later than July 15, 1981. This law provided an ***umbrella*** for cities to establish their boundaries without proving annexation ordinances prior to 1980. The boundaries as stated in [KRS 81.045](#) filings later became the foundation for the “Interactive City Maps.” *KRS 81.045 was repealed in 2015.*

A certified copy of a city's KRS 81.045 filing is provided by the Office of Secretary of State when a city is required to provide proof of existence or good standing. Cities are municipal corporations. Cities are not businesses therefore they are not listed on the Secretary of State's Corporate Database. City filings are housed in the Land Office Division of the Secretary of State's Office, Room T-21B, Capitol Annex, Frankfort, Kentucky.

# CITY OF ADAIRVILLE

ADAIRVILLE, KENTUCKY 42202

April 24, 1981

RECEIVED

APR 27 1981

SECRETARY OF STATE  
COMMONWEALTH OF KY.

Secretary of State  
Capitol Building  
Frankfort, Kentucky 40601

Dear Sir:

As required under recently enacted KRS 81.045 the following information is being forwarded to you:

1. Name of city..... City of Adairville
2. Date of incorporation.....1837
3. Present classification.....5th Class
4. Present boundaries.....2 city maps are enclosed close up & aerial photo certified by Mayor

Please advise if additional information is needed.

Very truly yours,

City of Adairville

*John Sweatt*  
John Sweatt  
Mayor

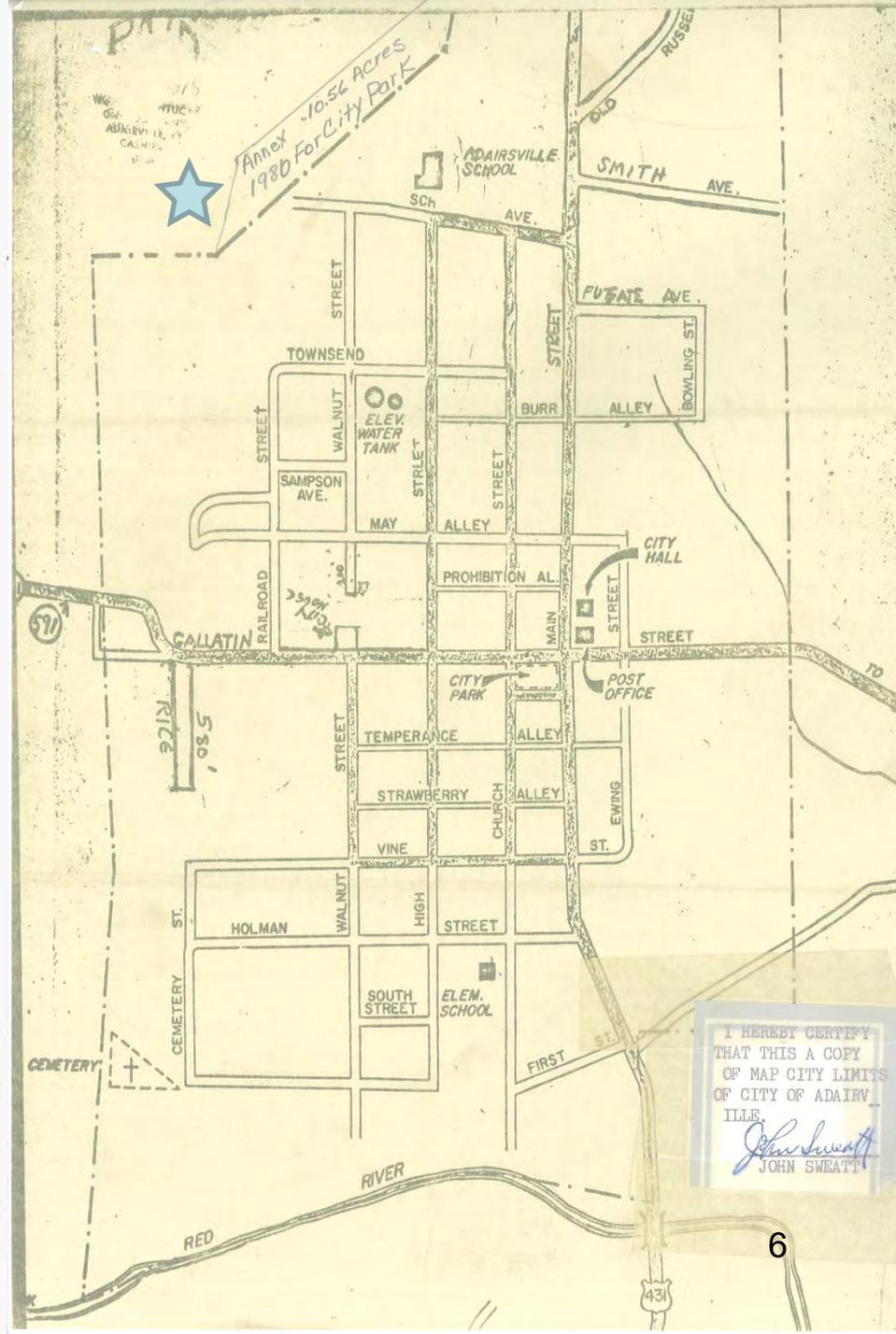
JS:s

Encl: 2

Logan County

Estab. Jan. 31, 1833

Chartered Feb. 7, 1871



I HEREBY CERTIFY  
THAT THIS IS A COPY  
OF MAP CITY LIMITS  
OF CITY OF ADAIRVILLE  
JOHN SWEATT  
JOHN SWEATT

- Reporting changes to city boundaries (by annexations, severances, and transfers) is addressed in KRS 81A.470, effective July 15, 1980. The General Assembly directed cities to submit certified copies of ordinances, metes & bounds descriptions, and accurate maps depicting the boundary changes to the county clerk of the county or counties in which the city is located and the office of Secretary of State.
- In order to encourage compliance, the General Assembly said “no city which has annexed unincorporated or accepted transfer of incorporated territory may levy any tax upon the residents or property within the annexed or transferred area until the city has complied with the provisions of subsection one of the law.”
- In July 1992 the Department for Local Government was added to the list of agencies to receive KRS 81A.470 filings.
- The “Kentucky Cities” website, based on filings with the Secretary of State’s Office, was launched November 21, 2001.
- In 2002 the Kentucky Infrastructure Authority and Area Development Districts initiated a city mapping project that resulted in a marked increase in city filings.
- In 2004 the Kentucky General Assembly approved legislation that significantly amended KRS 81A.470. Professional land surveyors must prepare plats and descriptions regarding changes to city boundaries (annexations, severances, and transfers of property to other cities). The plat must include specific technical requirements identified in the statute. This statute was significantly amended, once again, in 2021 by the Kentucky General Assembly.

- In 2005 city maps posted on the Department for Geographic Information website were linked to the Secretary of State's "Kentucky Cities" website.
- In 2008 the Kentucky General Assembly approved HB 524 that states the Office of Insurance shall use the municipal data available from COT that is based on filings with the Secretary of State's Office as the criteria for verifying city boundaries effective January 1, 2009. (*Note: The legislation, codified as KRS 91A.0806, affects the distribution of insurance premium surcharges.*)
- On April 30, 2009, Governor Steve Beshear confirmed Kentucky's participation in the U.S. Census Bureau Boundary Annexation Survey (BAS) State Certification Program & the designation of a staff member in the Secretary of State's office as the Certifying Official. The staff member was reappointed in 2012 by Governor Beshear & reappointed in 2016 by Governor Matt Bevin.
- As the interactive maps linked to the "Kentucky Cities" website are based on statutorily-required filings rather than boundary declarations, the U.S. Census Bureau announced the federal government would access the filings-based interactive maps for the 2010 decennial census. The same process was used for the 2020 decennial census. The population totals for all Kentucky Cities will be based on city boundaries as of January 1, 2020. Boundary changes after that date will be used for population estimates for 2021 and thereafter.
- On March 16, 2011, Gov. Steve Beshear signed emergency legislation that removed the Department for Local Government from the KRS 81A.470 filing requirement retroactive July 15, 2010.
- Legislation approved by the Kentucky General Assembly in 2014 changed the city classification system from 6 classes to 2 classes: First Class (formerly Classification 1) and Home Rule (formerly Classifications 2 through 6). The legislation was effective January 1, 2015. (See KRS 81.)

*Overview:  
Process  
for  
Changing  
City Boundaries*

## **KRS 81A.400** *(Created 1980, effective July 15, 1980; Amended 1984 & 1992)*

- Boundaries for cities (other than first class) shall remain as established by law until changed as provided in KRS 81A.410 to 81A.470 or KRS 81.500.

## **KRS 81A.410** *(Created 1980, effective July 15, 1980; Amended 1984, 2002, & 2021)*

- Annexed areas must be adjacent or contiguous to the city's boundaries at the time the annexation proceeding is begun.
- Annexed areas must be urban in character or suitable for urban purposes (without unreasonable delay) by reason of population density, commercial, industrial, institutional, or governmental use of land, or subdivision of land.
- No part of the annexed area shall be included within the boundary of another incorporated city.
- Under the authority of KRS 81A.420, the annexation may include two or more areas which are adjacent to the city boundary but are not adjacent to one another.
- If a city is wholly contained within two counties & that county intends to annex territory in an additional county, the provisions of KRS 81A.415 apply.

*81A.412 Annexation permitted when each of the owners gives prior consent.*

A city may annex any area which meets the requirements of KRS 81A.410, if each of the owners of record of the land to be annexed gives prior **consent in writing** to the annexation. In this event, the city shall not be required to enact the notification ordinance required by KRS 81A.420(1) or to comply with the notice requirements of KRS 81A.425, and it shall not be required to wait the sixty (60) day period provided for in KRS 81A.420(2) prior to enacting a final ordinance annexing the area. When a city has obtained the prior **written consent** of each owner of record of the land to be annexed, the city may enact a single ordinance finally annexing the land described in the ordinance. If the city has elected to establish the zoning for the new territory pursuant to KRS 100.209 prior to the completion of annexation under this section, the ordinance annexing the territory shall include a map showing the zoning. Upon the enactment of this ordinance, the territory shall become a part of the city.

*Effective: July 15, 1994*

*History: Amended 1994 Ky. Acts ch. 101, sec. 1, effective July 15, 1994.*

*-- Created 1988 Ky. Acts ch. 6, sec. 1, effective February 12, 1988.*

**Sample Ordinance:**

**Annexation with Property Owners' Consent**

RECEIVED AND FILED  
DATE March 6, 2006  
TREY GRAYSON  
SECRETARY OF STATE  
COMMONWEALTH OF KENTUCKY  
BY Gambie Alderson

ORDINANCE 2006- 2

ORDINANCE OF THE CITY OF HARRODSBURG, KENTUCKY ANNEXING 39.817 ACRES, MORE OR LESS, OWNED BY ESCALADE PROPERTIES, LLC, LOCATED ON THE WEST SIDE OF US 127 AND CONTIGUOUS TO THE PRESENT CITY LIMITS.

Whereas, the subject property of this ordinance is urban in character or suitable for development for urban purposes and no part of the area to be annexed is included within the boundary or another incorporated city, and the City has declared it desirable to annex the proposed unincorporated territory; and

Whereas, the said owners of record of the subject property to be annexed have consented in writing to the proposed annexation as shown by their consent dated, February 10, 2005, and therefore, pursuant to KRS 81A.412 there is not requirement for a notification ordinance as required by KRS 81A.420 (1) or notice requirements KRS 81A.425 or a waiting period of 60 days as provided by KRS 81A.420 (2) prior to enacting a final ordinance annexing the subject area; and

Whereas, this ordinance is authorized by KRS 81A.412.

NOW THEREFORE PURSUANT TO THE AUTHORITY IN CHAPTER 81A OF THE KENTUCKY REVISED STATUTES AND OTHER APPLICABLE LAW, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF HARRODSBURG:

I. The City of Harrodsburg has declared the following described property, by reason of present use and potential, to be urban in character and/or suitable for development for urban purposes without reasonable delay, therefore, the City finds it desirable to annex the proposed unincorporated territory owned by Escalade Properties, LLC, and said property is hereby annexed into the territorial limits of the City of Harrodsburg, a fourth class municipality, pursuant to the provisions of KRS 81A.420 et seq.:

THE PROPERTY TO BE ANNEXED IS MORE FULLY DESCRIBED AS FOLLOWS:

Said tract of land lying and being in Mercer County, Kentucky, on the West side U.S. 127, and being more fully described as follows:

This being part of that property acquired by Escalade Properties, LLC., by deed from Stephen Palmer, dated the 24<sup>th</sup> day of March, 2005, and of record in Deed Book 300, page 650, in the Mercer County Court Clerk's Office.

BEGINNING at an iron pin on the west edge of right-of-way of US Hwy 127, said pin being 69.84 feet west of the centerline of the south bound lane of US Hwy 127, said pin also being 604.84 feet South of the intersection of the centerline of Blossom Lane and the west edge of right-of-way of US Hwy 127 and being the northeast corner of Shannon Oaks Subdivision (Plat File A-437) and being the Southeast corner

of Escalade Properties (D.B. 300, Pg. 650, Plat File B-651, Tract A); Thence with the common line of Escalade Properties (D.B. 300, Pg. 650, Plat File B-651, Tract A) and Shannon Oaks Subdivision (Plat File A-437), N86°58'08"W-641.48 feet to an iron pin found, said pin being the Southwest corner of Escalade Properties, LLC (D.B. 300, Pg. 650, Plat File B-651, Tract A) and being on the line of Shannon Oaks Subdivision and also being in Mercer County, Kentucky and being the POINT OF BEGINNING for this description; Thence with the line of Shannon Oaks Subdivision, N86°42'31"W-1888.74 feet to an iron pin found, said pin being the Northwest Corner of Lot 4 of Shannon Oaks Subdivision and being on the east line of Leslie Rue (D.B. 189, Pg. 18); Thence leaving the line of Shannon Oaks Subdivision and with the line of Rue, N01°36'11"E-939.45 feet to an iron pin found, said pin being on the South line of Brentwood Subdivision (Plat File A-259) and being the Northeast Corner of Rue; Thence leaving the line of Rue and with the line of Brentwood Subdivision, S86°16'29"E-1263.29 feet to an iron pin set (5/8" x 18" rebar with aluminum cap bearing PLS-3118, as will be typical for all set corner monuments), N02°05'18"W-28.32 feet to an iron pin set and S86°36'45"E-534.62 feet to an iron pin found, with id. cap bearing PLS #3118, said pin being the Northwest Corner of Escalade Properties (D.B. 300, Pg. 650, Plat File B-651, Tract A) and being on the line of Brentwood Subdivision; Thence leaving the line of Brentwood Subdivision (Plat File A-259) and with the line of Escalade Properties (D.B. 300, Pg. 650, Plat File B-651, Tract A), S03°55'42"E-964.42 feet to the point of beginning for this description and containing 39.817 acres by survey.

II. This ordinance shall become effective on the date of its passage and publication in The Harrodsburg Herald as required by KRS Chapter 424.

III. Upon final annexation, the annexed property shall retain the zoning classification of R-2 until changed by zoning map amendments and/or other proper procedure.

First Reading and Approval February 13, 2006

Second Reading and Approval February 28, 2006

Published March 2, 2006

  
LONNIE CAMPBELL, MAYOR

  
LORENE HEMBREE, CITY CLERK

**Although not required by statute at this time, many cities are including copies of "the written consents" with their KRS 81A.470 submissions. The written consents are added to the city's permanent file in the Secretary of State's Office.**

# 81A.420 Ordinance declaring intent to annex -- Election on proposed annexation - When city may enact ordinance.

(1) When a city desires to annex unincorporated territory, the legislative body of the city proposing to annex shall enact an ordinance stating the intention of the city to annex. The ordinance shall accurately define the boundary of the unincorporated territory proposed to be annexed, and declare it desirable to annex the unincorporated territory.

(2) If following the publication of the annexation ordinance pursuant to subsection (1) of this section and **within sixty (60) days thereof**, or if in any annexation proceeding where the annexing city has not adopted a final annexation ordinance, within sixty (60) days of February 12, 1988, **fifty percent (50%) of the resident voters or owners of real property within the limits of the territory proposed to be annexed** petition the mayor in opposition to the proposal, an election shall be held at the next regular election if the petition is presented to the county clerk and certified by the county clerk as sufficient not later than the second Tuesday in August preceding the **regular election**:

(a) The mayor of the city shall deliver a certified copy of the ordinance to the county clerk of the county in which the territory proposed to be annexed is located, who shall have prepared to be placed before the voters in each precinct embraced in whole or in part within the territory proposed to be annexed the question: "Are you in favor of being annexed to the City of \_\_\_\_\_?" If only a part of any precinct is embraced within the territory proposed to be annexed only persons who reside within the

territory proposed to be annexed shall be permitted to vote. The clerk shall cause the sheriff or sheriffs to deliver to the election officers in each precinct in the appropriate counties copies of the ordinance proposing to annex;

(b) **If less than fifty-five percent (55%) of those persons voting oppose annexation**, the unincorporated territory shall become a part of the city; and

(c) **If fifty-five percent (55%) or more of those persons voting oppose annexation**, the ordinance proposing annexation shall become ineffectual for any purpose.

(3) **In not less than sixty (60) days after the enactment of the ordinance, if no petition has been received by the mayor as set out herein, or within sixty (60) days of the certification of election results in which less than fifty-five percent (55%) of those persons voting opposed annexation, the legislative body may enact an ordinance annexing to the city the territory described in the ordinance.** If the city has elected to establish the zoning for the new territory prior to the completion of the annexation pursuant to KRS 100.209, the ordinance shall include a map showing the zoning. Upon the enactment of this ordinance, the territory shall become part of the city for all purposes.

*Effective: July 15, 1996*

*History: Amended 1996 Ky. Acts ch. 195, sec. 43, effective July 15, 1996. -- Amended 1990 Ky. Acts ch. 362, sec. 12, effective July 13, 1990. -- Amended 1988 Ky. Acts ch. 6, sec. 2, effective February 12, 1988. -- Amended 1986 Ky. Acts ch. 141, sec. 43, effective July 15, 1986. -- Amended 1982 Ky. Acts ch. 360, sec. 20, effective July 15, 1982. -- Created 1980 Ky. Acts ch. 303, sec. 3, effective July 15, 1980.*

*81A.425 Notice of proposed annexation to property owners -- Exception --  
Publication of annexation ordinance -- Action to void annexation.*

- (1) Notwithstanding the provisions of KRS 83A.060(7) and except as otherwise provided in this section, a city which proposes to annex unincorporated territory **shall send notice of the proposed annexation to each property owner** whose property is proposed to be annexed into the city.
- (2) The notice shall be sent to each property owner listed on the records of the county property valuation administrator as of January 1 of the year in which the ordinance proposing to annex property is to be enacted.
- (3) The notice shall be sent by first-class mail no later than fourteen (14) days prior to the meeting at which the ordinance proposing the annexation shall receive its second reading. The city clerk shall certify the list of property owners to whom the notice was sent and the certified list shall be made a part of the official record of the meeting at which the ordinance proposing the annexation receives its second reading.
- (4) The notice shall include the time, date, and location of the meeting at which the proposed ordinance shall receive its second reading, and a copy of the proposed ordinance.
- (5) The provisions of this section shall not apply in any case in which the property owners of record have consented in writing to the proposed annexation as provided in KRS 81A.412.
- (6) Notwithstanding the provisions of KRS 424.130, following the second reading and enactment of an ordinance proposing to annex property, a city shall be required to publish the ordinance only once in accordance with KRS 83A.060(9).
- (7) The ordinance which effectuates an annexation shall be voidable in an action brought in the Circuit Court of competent jurisdiction, if the court determines that the city failed to substantially comply with the requirements of this section, and the failure resulted in material prejudice to the substantial rights of affected property owners.

*Effective: July 14, 1992*

*History: Created 1992 Ky. Acts ch. 418, sec. 1, effective July 14, 1992.*

*81A.460 Question of annexation or reduction of territory, once rejected, not to be raised again for five years.*

If a proposal by a city to annex unincorporated territory, or to reduce its boundaries pursuant to KRS 81A.440 is rejected by the voters of the territory proposed to be annexed or stricken, no further steps to annex or strike the same territory shall be taken within five (5) years from the date of rejection, nor shall the question of annexation or striking off be again submitted within that period.

*Effective: February 28, 1992*

*History: Amended 1992 Ky. Acts ch. 17, sec. 3, effective February 28, 1992. --*

*Amended 1984 Ky. Acts ch. 416, sec. 17, effective July 13, 1984. -- Created 1980 Ky. Acts ch. 303, sec. 7, effective July 15, 1980.*

**81A.482 Standing to contest city's annexation of property containing no residents - -  
Standing to contest results of defeated KRS 81A.120 election.**

- (1) When a city annexes or proposes to annex any territory in which no person is residing, any person who pursues litigation against the annexation shall have standing in a court of law to do so if that person:
  - (a) Owns property within the area that is proposed to be annexed or that has been annexed by a city; or
  - (b) Owns property directly adjoining a parcel of land that contains either in whole or in part any territory proposed to be annexed or annexed by the city. For the purposes of this paragraph, "parcel" means a tract of real property that is assessed as a single unit for purposes of determining ad valorem tax liability.
- (2) If an election on annexation held pursuant to KRS 81A.420 is defeated, a city government that proposed the annexation shall have standing to contest the results of the election for the reasons and in a manner established in KRS 120.250.
- (3) The authority granted by this section shall be construed to be in addition to any standing to pursue litigation existing in statute, common law, or the rules of city procedure.

Effective: July 14, 2018

History: Created 2018 Ky. Acts ch. 155, sec. 1, effective July 14, 2018.

## AN ACT RELATING TO CITY ANNEXATION FILINGS.

*Be it enacted by the General Assembly of the Commonwealth of Kentucky:*

**Section 1.** KRS 81A.470 is amended to read as follows:

- (1) Within sixty (60) days of the enlargement or reduction of a city's boundaries, the city shall cause to be recorded in the office of the Secretary of State:
- a) A duly **certified** paper or electronic copy of the **final ordinance** that changed the city's boundaries;
  - b) A **map** and a **description prepared by a professional land surveyor** depicting the parcel annexed, transferred, or severed as a **closed** geometric figure on a **plat** annotated with bearings and distances or sufficient curve data to describe each line. The professional land surveyor shall clearly state on the documents **the location of the existing municipal boundary**, any physical feature with which the proposed municipal boundary coincides, and a **statement** of the recorded deeds, plats, right-of-way plans, or other resources used to develop the documents depicting the municipal boundary, **in paper or electronic form**; and
  - c) An **electronic file** containing a closed geometric figure depicting the territory being added or removed that is referenced to a **Kentucky State Plane Coordinate System** zone in any one (1) of the following formats:
    1. AutoDesk AutoCAD DWG or DXF;
    2. Bentley MicroStation DGN; or
    3. ESRI ArcGIS Shapefile.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.
- (2) No city which has annexed unincorporated or accepted transfer of incorporated territory may levy any tax upon the residents or property within the annexed or transferred area until the city has complied with the provisions of subsection (1) of this section, and of KRS 81A.475.

# FILING REQUIREMENT #1: Certified

## CITY CLERK'S CERTIFICATION *(Sample)*

I certify I am the duly qualified City Clerk of the City of \_\_\_\_\_, Kentucky, and the following \_\_\_\_\_ pages of Ordinance No. \_\_\_\_\_ (or Ordinance dated \_\_\_\_\_) is a true, correct, and complete copy duly adopted by the City Commission at a duly convened meeting held on \_\_\_\_\_, all as appears in the official records of said City.

WITNESS, my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

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(Signature of City Clerk)

***Key Point: The City Clerk's attestation of the Mayor's signature is not the equivalent of the Clerk's certification of the ordinance. The City Clerk serves as the city's official recorder and archivist.***

**Sample Ordinance: Finalizing an Intent Ordinance**

**Avoid text that states the city is "Proposing to Annex" or is stating an "Intention to Annex."**

**FILING REQUIREMENT #2: Final Ordinance**

**ORDINANCE NO. 110.80-08-2007**

**ORDINANCE ANNEXING TO THE CITY OF FRANKLIN, KENTUCKY  
CERTAIN TERRITORY OF LAND CONTIGUOUS TO THE EXISTING  
CITY LIMITS OF FRANKLIN, KENTUCKY  
IN ACCORDANCE WITH THE COMPREHENSIVE PLAN OF ANNEXATION**

WHEREAS, heretofore, the City of Franklin, Kentucky adopted a Comprehensive Plan of Annexation; and,

WHEREAS, the City Commission has determined that the hereinafter described territory is urban in character and/or suitable for development for urban purposes by reason of population density and/or commercial and industrial use of land; and,

WHEREAS, the City Commission has determined that no part of the area to be annexed shall be included in the boundary of another city; and,

WHEREAS, pursuant to KRS 81A.425, notice was sent by first-class mail to each property owner listed on the records of the Simpson County Property Valuation Administrator as of January 1, 2007; and,

→ WHEREAS, said notice was mailed no later than fourteen (14) days prior to the meeting at which the ordinance proposing the annexation and stating the intention of the City of Franklin to annex the territory received its second reading; and,

WHEREAS, Ordinance No. 110.80-05-2007, proposing the annexation was duly read in accordance with the Kentucky Revised Statutes, and was published and went into effect on June 7, 2007; and,

→ WHEREAS, more than sixty (60) days have elapsed since Ordinance No. 110.80-05-2007 went into effect, and no petition containing signatures of property owners in the area to be annexed has been received by the Mayor pursuant to KRS 81A.420; and,

→ WHEREAS, all notices required by the Kentucky Revised Statutes have been provided and/or published according to law;

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Franklin, Kentucky that the City of Franklin hereby ratifies the Mayor's signature upon and approves any and all documents necessary to effectuate the intent of this ordinance including, but not limited to the Consents to Annexation and, further, the City hereby annexes the following described unincorporated area and makes it a part of the City of Franklin, Kentucky:

→ SEE PROPERTY DESCRIPTION ATTACHED AS EXHIBIT 1 AND INCORPORATED HEREIN BY REFERENCE

This ordinance shall take effect upon its passage, approval, and publication. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

All ordinances or parts of ordinances in conflict herewith are to the extent of such conflict hereby repealed.

August 9, 2007      FIRST READING  
August 13, 2007    SECOND READING

At a meeting of the Board of Commissioners of the City of Franklin, Kentucky held on August 13, 2007, on motion made by Commission Wendell Stewart and seconded by Commissioner Herbert Williams, the foregoing ordinance was adopted, after full discussion, by the following vote:

- YES    BILL AUSTIN
- YES    WENDELL STEWART
- YES    HERBERT S. WILLIAMS
- YES    HENRY STONE
- YES    MAYOR, JIM BROWN

APPROVED BY:

  
\_\_\_\_\_  
JIM BROWN, MAYOR  
CITY OF FRANKLIN, KENTUCKY

ATTEST:

  
\_\_\_\_\_  
KATHY STRADTNER, CITY CLERK  
CITY OF FRANKLIN, KENTUCKY

# FILING REQUIREMENT #3: Map/Plat

## 3A: Prepared by a professional land surveyor

KRS 322.400: Plats or surveys not to be recorded unless certified by a professional land surveyor. No county clerk of any county, or any other public authority, shall accept for filing, file, or record any map, plat, survey, or other document related to the practice of land surveying, unless it evidences certification by a professional land surveyor by whom, or under whose personal supervision and direction, the map, plat, survey, or other document is prepared. (Note: A surveyor's certification consists of the surveyor's stamp, signature, and date of signature. All 3 elements of the certification must be included on the plat & on the description.)

## 3B: Closed geometric figure

Although surveyors use "reverse lines" for other projects, KRS 81A.470 requires the lines for depictions of annexed/severed/or transferred parcels to close. If the description says a line is going north and east, the corresponding line on the plat must state the line is going north and east, not south and west. Additionally, lines/calls on plats may be inadvertently omitted in the description (or vice versa). Line Tables & Curve Tables are acceptable.

## 3C: Location of Existing Municipal Boundary

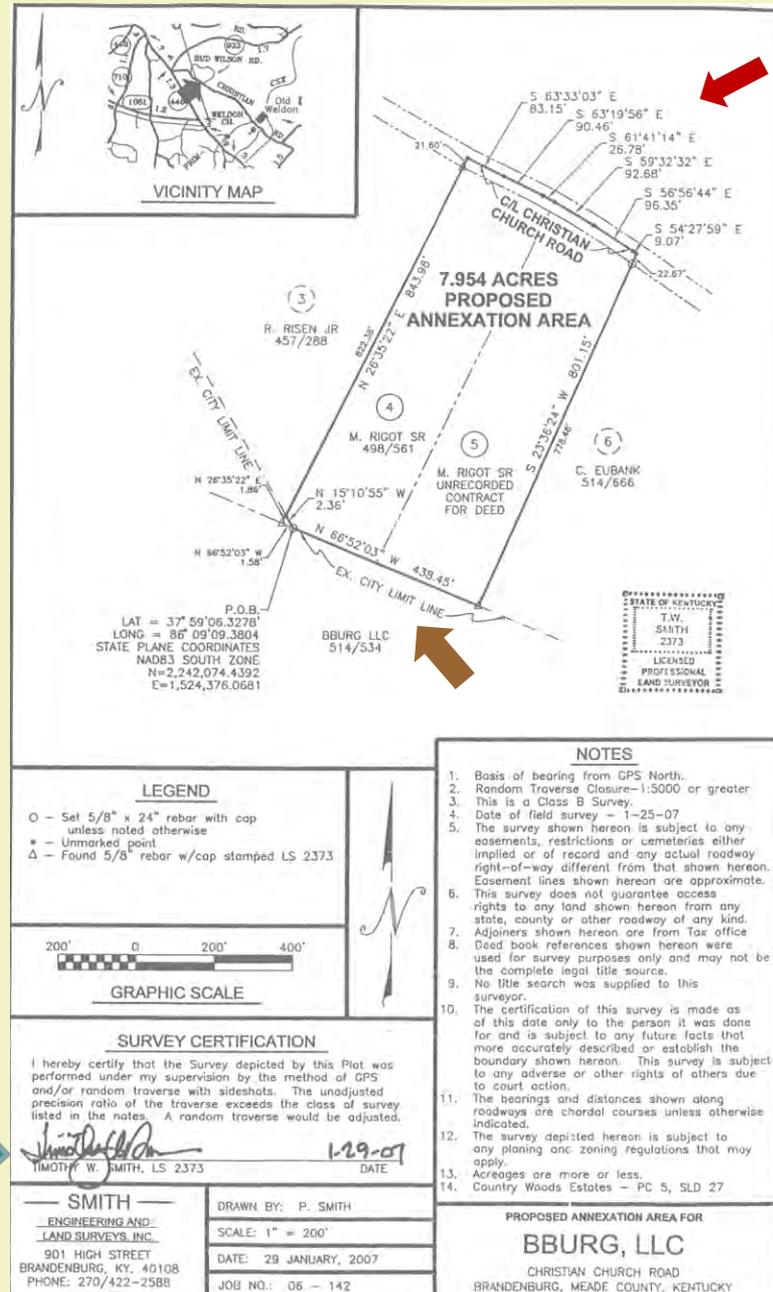
Including the name of the city is encouraged.

## 3D: Statement

The surveyor identifies the deeds, plats, right-of-way plans or other resources used to develop the documents depicting the municipal boundary.

## 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 & description.



# FILING REQUIREMENT #4: Description



- The Description *describes* the area being annexed, severed, or transferred by the cited ordinance. The Plat *depicts* the area being annexed, severed, or transferred by the cited ordinance. Ordinances cannot be bundled on one plat or ordinance.
- Plats & Descriptions are separate documents.
- According to KRS 81A.470, the Description must be prepared by a professional land surveyor. The Surveyor's Certification on the description confirms compliance. The Surveyor's Certification consists of his/her stamp, signature, and date.
- All calls on the Plat must be included in the Description. Check for omitted calls in the Description due to typographical errors.
- All calls in the Description must match all calls on the Plat—call for call. Reverse lines are not acceptable on KRS 81A.470 submissions.

## Resolution for Original Annexation Ordinance 93-12

Description of a **5.478 +/- Acre** tract located in the State of Kentucky, County of Bullitt & located adjacent to the City of Hillview, inside the excluded area of Annexation **Ordinance # 90-10** and lying on the East side of Kentucky State Route #1450 (Blue Lick Rd), and being 139.4± feet north of the north right-of-way of Majestic Blvd, encompassing parts of the subdivision Majestic Acres Revised in the Toy Court area and other properties along Blue Lick Road.

Said tract being more particularly described as follows:

**Beginning** at a point in the existing City of Hillview boundary with Kentucky North Zone State Plane coordinates of:

**Northing: 215410.0', Easting: 1223854.8'**, said point being in the east right-of-way of Blue Lick Road (Kentucky State Route #1450) (60' R/W) and in a line of the City of Hillview existing boundary as per **Ordinance 90-10**, said point also being the northwest corner of Majestic Acres, Section 1, Lot 1;

**Thence** following **Ordinance 90-10** with the west right-of-way line of Blue Lick Rd **N 21°35'37" W** a distance of **250.64'** to a point;

**Thence** leaving said east right-of-way line of Blue Lick Road and **Ordinance 90-10**, **S 68°16'46" E** a distance of **176.55'** to a point in Majestic Acres Revised, Lot 132;

**Thence N 21°37'31" W** continuing with said Majestic Acres Revised, Lot 132 a distance of **100.00'** to a point in aforementioned **Ordinance 90-10**;

**Thence** following **Ordinance 90-10**, **S 67°57'52" E** a distance of **798.56'** to a point;

**Thence S 20°24'27" E** a distance of **357.01'** to a point in the northeast corner of Majestic Acres, Section 2, Lot 18;

**Thence** leaving the line of **Ordinance 90-10** and following the north line of Majestic Acres, Sections 1 and 2, **N 67°27'05" W** a distance of **974.10'** to the **POINT OF BEGINNING**,

Containing **5.478 Acres**, more or less, as shown on plat labeled "**RESOLUTION PLAT DEPICTING Original Ordinance #93-12**" as prepared by Brad Armstrong Land Surveying & Engineering, Inc. dated 05-13-2015.

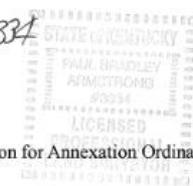
**Note:** The purpose of this description is to provide information for the annexation of the 5.478± acres described herein to The City of Hillview. This description does not represent a boundary survey and is not intended for land transfer nor to establish boundary lines.

Paul Bradley Armstrong  
5-13-15

City of Hillview

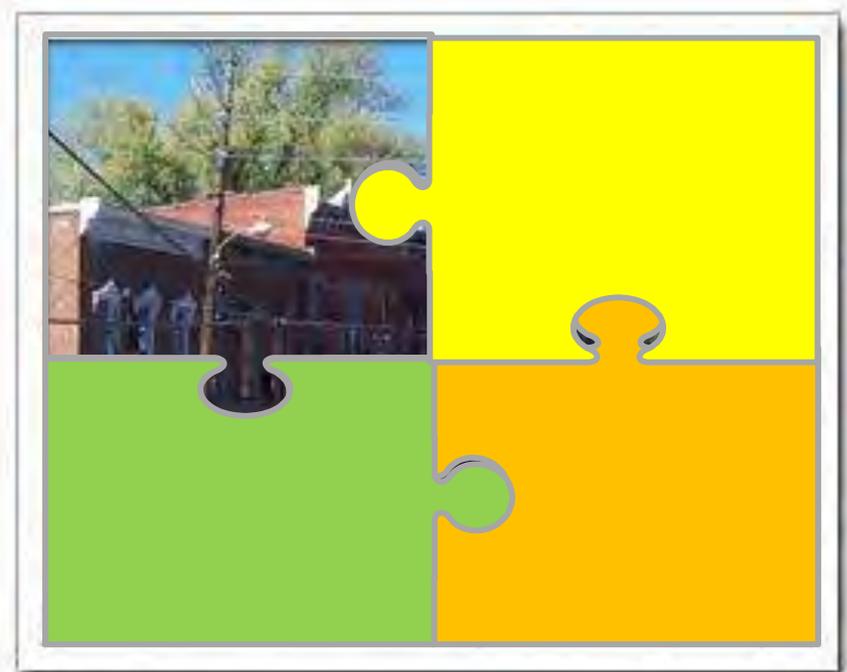
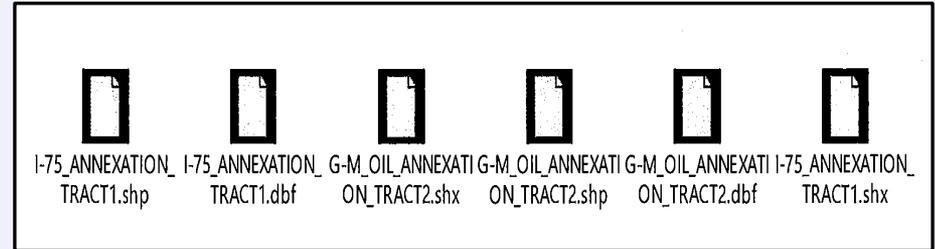
Resolution for Annexation Ordinance 93-12

Page 1 of 1



## FILING REQUIREMENT #5: Electronic File

- An Electronic File, formerly known as a CAD (Computer-Aided-Design), Drawing, or Shape File, is **not** a Plat or a Map.
- Electronic Files ensure the accurate placement of parcels affecting city boundaries on the “Interactive Map” linked to the “Kentucky Cities” website. Electronic Files are mandatory effective June 29, 2021, and thereafter.
- 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
- 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.
- 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 on CDs or thumb drives (aka flash drives).



Find where to get vaccinated at [vaccine.ky.gov](http://vaccine.ky.gov). Enter for a **Shot at a Million** – the state’s vaccine incentive sweepstakes – at [shotatamillion.ky.gov](http://shotatamillion.ky.gov).



SECRETARY OF STATE  
**MICHAEL G. ADAMS**

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- Land Office



☆☆☆☆

# Michael G. Adams

"In our elections, let's make it easy to vote and hard to cheat."



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- **Prebuilt Lists and Queries**
- County Formation FAQs

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  - **Search Caveats**
  - **Search Unfinished Patents**
  - **Search Unused Warrants**
  - Sample Patents
  - Virginia and Old Kentucky Patents FAQs
- West of Tennessee Non-Military Patents
  - **Search West of Tennessee River Non-Military Patents**
  - West of Tennessee River Non-Military Patents FAQs
- County Court Orders
  - **Search County Court Orders**
  - County Court Orders FAQs

### Certificates of Settlement & Preemption Warrants

- **Search Certificates of Settlement and Preemption Warrants**
- Kentucky Doomsday Book
- Certificates of Settlement FAQs

### Virginia Treasury Warrants

- Overview
- **Search Virginia Treasury Warrants**
- Virginia Treasury Warrants FAQs

### Lincoln County Entries

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- Lincoln County Entries FAQs

### Wills

- **Search Wills**

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- Mapping the Jackson Purchase





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- Kentucky Cities: Classification effective Jan 1, 2015:
- Cities in compliance with HB 331 (KRS 81.005)
- Cities not in compliance with HB 331 (KRS 81.005)
- Kentucky Cities: In Two or More Counties
- Kentucky County Seats
- Kentucky area development districts
- City Filings
- Kentucky Cities: Dissolved
- Unincorporated Urban Places
- Cities Merged Out Of Existence
- Cities submitting filings (1942 - July 15, 1980); city did not comply with KRS 81.045.
- Kentucky Cities: Relocated

City  Ascending



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## City Database Queries

### 419 Kentucky Cities: Active

[Return to Queries](#)

[Download Excel Spreadsheet](#)

City	County
Adairville	Logan County
Albany	Clinton County
Alexandria	Campbell County
Allen	Floyd County
Anchorage	Jefferson County
Arlington	Carlisle County
Ashland	Boyd County
Auburn	Logan County
Audubon Park	Jefferson County
Augusta	Bracken County
Bancroft	Jefferson County
Barbourmeade	Jefferson County
Barbourville	Knox County
Bardstown	Nelson County
Bardwell	Carlisle County
Barlow	Ballard County
Beattyville	Lee County
Beaver Dam	Ohio County
Bedford	Trimble County
Beechwood Village	Jefferson County
Bellefonte	Greenup County
Bellemeade	Jefferson County
Bellevue	Campbell County
Bellewood	Jefferson County
Benham	Harlan County
Benton	Marshall County
Berea	Madison County
Berry	Harrison County
Blackey	Letcher County



# City Database Queries

- Kentucky Cities
- Military Registers & Land Records
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Return to Queries

Year: 2022

Highlight:  Filter the results: No

Sort By: City Ascending

Go

## City Filings for 2022

Records returned: 27 - Ordered by Date Filed Ascending

City	Date Filed	Type	Ordinance	Map Status	Notes
Owensboro	2022-01-06	Annexation (TIFF) (PDF)	18-2021	MAPPABLE	Kidron Investment, LLC, Tract located at 3238 Kidron Valley Way: 1.167 acres
Meadowview Estates	2022-01-14	Municipal Order (TIFF) (PDF)	01-2022	MAPPABLE	Restates the location of Annexation Ordinance 4, Series 1954
Meadowview Estates	2022-01-14	Annexation (TIFF) (PDF)	Ordinance 4, Series 1954	MAPPABLE	Tract located between Arlington Road & Breckenridge Lane: 9.36 acres
Owensboro	2022-01-19	Annexation (TIFF) (PDF)	01-2022	MAPPABLE	VAF 1937 Leitchfield Road, LLC, Tract located at 1937 Leitchfield Road: 2.237 acres
Owensboro	2022-01-19	Annexation (TIFF) (PDF)	2-2021	MAPPABLE	Tom Blue Furniture, Inc., Tract located at 2737 Veach Road: 1.349 acres
Mount Washington	2022-01-21	Annexation (TIFF) (PDF)	2022-01	MAPPABLE	Mark Queenan, LLC, Tract located on Bleemel Lane: 9.437 acres
Somerset	2022-01-21	Annexation (TIFF) (PDF)	21-28	MAPPABLE	Aldi Tract located on the west right-of-way of US 27: 2.56 acres
Shepherdsville	2022-01-24	Declaration (TIFF) (PDF)	pursuant to HB 331 (2014)		Corrects Acknowledgment of Reclassification filed in the Office of Secretary of State on July 29, 2014.
		Annexation			

# Research Help

Home > Administration > Land Office > Kentucky Cities > Research Help

[Annexation Checklist](#) ←

## **Kentucky Revised Statutes**

**KRS Chapter 67** - [Fiscal Courts and County Commissioners](#)

**KRS Chapter 81** - [City Classification, Boundaries, and Alternative Methods of Consolidating Government Services](#) ←

**KRS Chapter 81A** - [Annexation](#) ←

**KRS Chapter 83** - [Organization and Government of Cities of the First Class](#)

**KRS Chapter 83A** - [Organization of Government and Cities](#)

**KRS Chapter 118** - [Conduct of Elections](#)

## **Helpful Websites**

[Kentucky Council of Area Development Districts](#)

[Department for Local Government](#)

[Kentucky League of Cities](#)

[Kentucky Geographic Network](#)

[Kentucky Legislative Research Commission](#)

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## Kentucky Revised Statutes

### KRS Chapter 81A

Includes enactments through the 2020 Regular Session

The KRS database was last updated on 07/08/2021

- .005 Annexation by city of first class that has in effect a cooperative compact with its county.
- .010 Annexation of unincorporated territory or reduction of territory by first-class city -- Effect of compact.
- .020 Protest against annexation of unincorporated territory or reduction of territory by city of the first class -- Trial -- Judgment.
- .030 Repealed, 1984.
- .040 Repealed, 1984.
- .050 Proceedings to incorporate.
- .060 Public hearings -- Authority of board of aldermen.
- .070 Property tax in annexed area.
- .400 Powers of cities to annex or reduce boundaries.
- .410 Area subject to annexation -- Exception upon adoption of consolidated local government.
- .412 Annexation permitted when each of the owners gives prior consent.
- .415 Annexation by a city contained within two counties of an area in an additional county.
- .420 Ordinance declaring intent to annex -- Election on proposed annexation -- When city may enact ordinance.
- .425 Notice of proposed annexation to property owners -- Exception -- Publication of annexation ordinance -- Action to void annexation.
- .427 Annexation of areas containing city-owned utility infrastructure.
- .430 Repealed, 1984.
- .440 Reduction of boundaries.
- .450 Responsibility for liabilities of annexed area -- Uniform taxation.
- .460 Question of annexation or reduction of territory, once rejected, not to be raised again for five years.
- .470 Map and certified copy of ordinance that changed city's boundaries to be recorded -- Preparation of map and description -- Taxation of residents or property in new territory by annexing city prohibited prior to compliance.
- .475 Map and list of residents in area to be annexed to be filed with county clerk.
- .480 Repealed, 2019.

Find where to get vaccinated at [vaccine.ky.gov](http://vaccine.ky.gov). Enter for a **Shot at a Million** – the state’s vaccine incentive sweepstakes – at [shotatamillion.ky.gov](http://shotatamillion.ky.gov).



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Land Office

# Kentucky Cities FAQs

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## Does the Secretary of State provide guidance for filing city boundary changes pursuant to KRS 81A.470?

Yes. The Secretary of State's office provides a [checklist](#) to ensure all components of the filing are submitted.

## What agencies receive KRS 81A.470 filings?

The Secretary of State and county clerk receive KRS 81A.470 filings.

## What is the basis for the interactive maps on the Kentucky Cities website?

The interactive maps on this website are based on the boundary statements that cities were required to file with the Secretary of State's office pursuant to KRS 81.045, approved in 1980. All subsequent changes to city boundaries, such as annexations, severances and transfers, are added to the interactive map as KRS 81A.470 filings are approved by this office.

## How are city boundary ordinances mapped?

The bearings and distances for KRS 81A.470 filings, including annexations, are plotted using Deedrunner or ArcGIS software. Once the calls are input, DGI staff determine a point of beginning for the survey, then use the software to create a shapefile. The shapefile location is further defined by using the description and plat submitted to the Secretary of State, as well as aerial photography, topographic maps and any other supplemental information that may aid in the placement of the ordinance.

## What makes an annexation or other KRS 81A.470 filing unmappable?

Annexation ordinances and other KRS 81A.470 filings may be difficult or impossible to map if:

- A bearings and distances description or plat is not provided
- A point of beginning cannot be determined
- There are bad survey calls, or the survey does not close

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## Kentucky Cities, Communities, and Counties

The Kentucky General Assembly passed legislation in 1942 that required cities to file certain documents with the Secretary of State's Office. To enforce city participation, additional legislation was passed in 1980. This legislation, codified as KRS 81.045, required cities to submit incorporation date, classification status, and boundary information. The Kentucky General Assembly repealed KRS 81.045 in 2015.

Chapter 81A of the Kentucky Revised Statutes, enacted in 1980, establishes the process for cities to annex, sever, or transfer property. To ensure state and county government officials are notified of changes to city boundaries identified in KRS 81.045 boundary statements, the Kentucky General Assembly approved KRS 81A.470. This legislation requires cities to file certified copies of ordinances adopting descriptions and plats of annexed, severed, and transferred properties with the Office of Secretary of State and the County Clerk.

Each city has a page on the "Kentucky Cities & Counties" Website. The "Current Filings" table identifies ordinances and notifications filed with the Office of Secretary of State since 1980. The "Pre-KRS 81.045 Filings" table identifies ordinances and notifications filed with the Office of Secretary of State between 1942 and 1981.

The "Interactive Maps" linked to city pages are based on filings with the Secretary of State pursuant to KRS 81.045 and KRS 81A.470. The "Interactive Maps" are provided and maintained by the Kentucky Geography Network.

If you need additional information or have specific questions that are not answered in the [Frequently Asked Questions](#) section, please contact Kandie Adkinson.

Search by City or County

Bowling Green

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# Kentucky Secretary of State Michael G. Adams

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### Kentucky Cities

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## Bowling Green, Kentucky

Search Again

Class (effective Jan 1, 2015)	Home Rule
Class (ending Dec 31, 2014)	2
Status	Active
Incorporated	1812-01-06
County	Warren
Area Development District	<a href="#">Barren River Area Development District</a>
County Seat	Yes
Form of Government	City Manager
Type of Election (City officials)	Non-Partisan
City Waives Primary Election (City officials)	Yes
Time Zone	Central



Bowling Green City Hall  
Larry Doyle

Select Another Image

### Interactive Map (Courtesy Kentucky Geography Network)

Notes: City may have been established in 1798. City named county seat on January 16, 1809. Collins' "History of Kentucky" lists incorporation date as February 12, 1810. Legislation regulating city approved by Kentucky General Assembly on January 6, 1812.

[Submit a picture of Bowling Green](#)

### City Links

- Chamber of Commerce Website
- City History
- City Website
- Kentucky Museum

### County Links

- Area Development District (Warren)
- Warren County Clerk (Warren)
- Warren County Genealogy

(Warren)

- Warren County PVA (Warren)
- Warren County Website (Warren)

→

<b>Mayor</b>	Todd Alcott	
<b>Meeting Times</b>	1st & 3rd Tue 4:30pm	
<b>Office Hours</b>	Mon-Fri 7:30am-4:30pm	

Central Time

For more information about Bowling Green contact the [Department for Local Government](#)

←

### Population Estimates

2003: 50,663	2002: 50,076	2001: 49,658	2000: 49,433	1999: 45,550
1998: 45,473	1997: 45,189	1996: 44,852	1995: 44,460	1994: 43,882
1993: 43,423	1992: 42,769	1991: 42,408	1990: 42,278	

### U.S. Decennial Census

→

2010: 58,067	2000: 49,296	1990: 40,641	1980: 40,450	1970: 36,705
--------------	--------------	--------------	--------------	--------------

### Current Filings (KRS 81.045 to present date)

Records returned: 161

Date Filed	Type	Ordinance	Map Status	Notes
2021-01-21	Annexation (TIFF) (PDF)	BG2020-35	MAPPABLE	Inter-Modal Transportation Authority, Inc., Tract located at 0 & 344 Fred Madison Road, 0 Glasgow Road & 1188 Mispah Road: 298.70 acres
2020-12-10	Annexation (TIFF) (PDF)	BG2020-37	MAPPABLE	Lost River Holdings, LLC, Tract located at 0 Morgantown Road: 6.604 acres
2020-09-04	Annexation (TIFF) (PDF)	BG2020-24	MAPPABLE	CSR BG Investments, LLC, tract located at 5844 Scottsville Road: 0.96 acres
2020-05-21	Population Estimate			U. S. Census Bureau Population Estimate as of July 1, 2019: 70,543
2019-09-06	Annexation (TIFF) (PDF)	BG2019-39	MAPPABLE	Right-of-Way located on Cemetery Road at the intersection of Briteway Drive & Indian Hills Drive: 0.491 acres

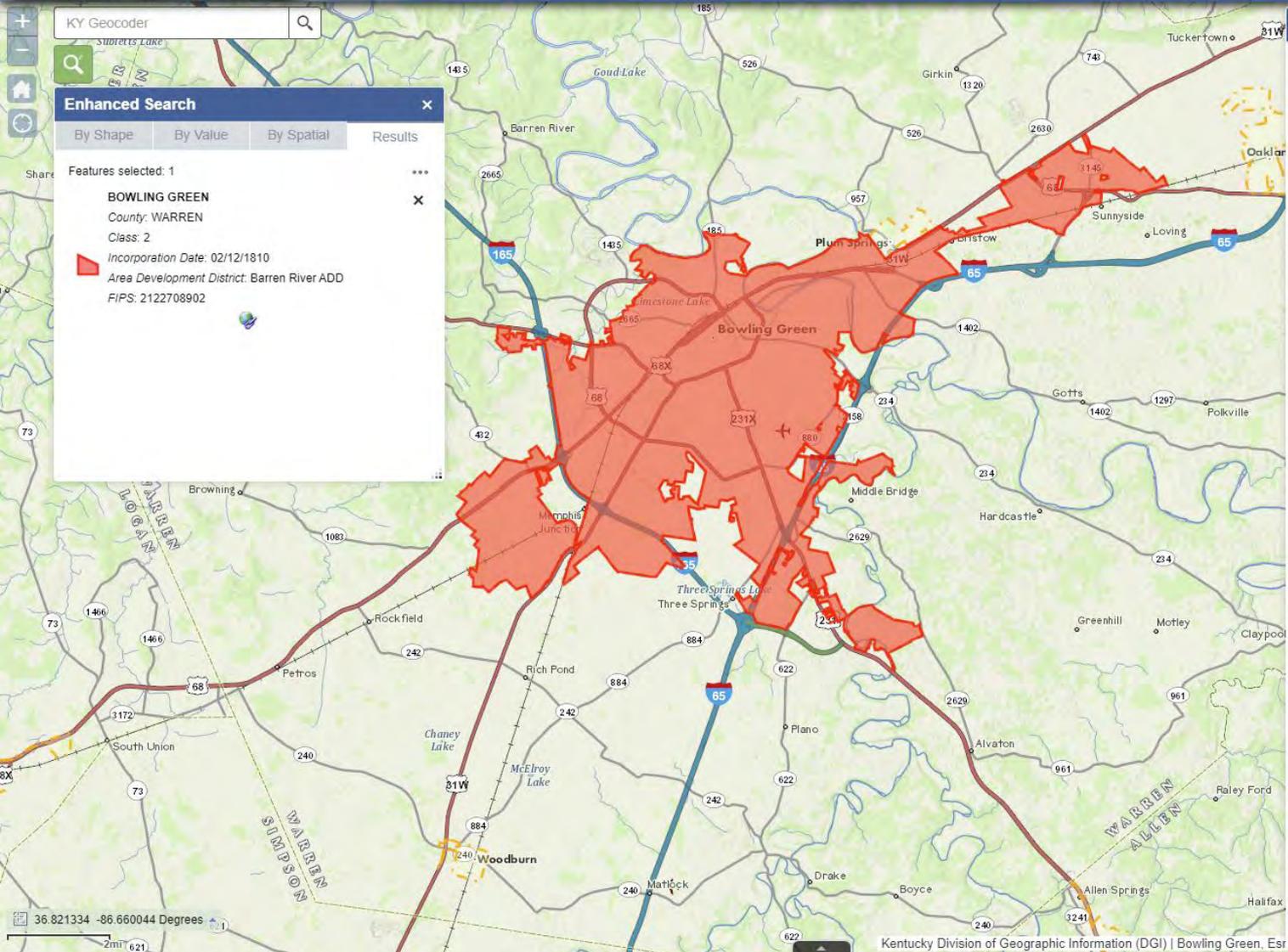


KY Geocoder

Enhanced Search

By Shape By Value By Spatial Results

Features selected: 1  
**BOWLING GREEN**  
 County: WARREN  
 Class: 2  
 Incorporation Date: 02/12/1810  
 Area Development District: Barren River ADD  
 F/PS: 2122708902



Basemap Gallery

- Commonwealth Map/Esri
- Commonwealth Topo Map/Esri
- Commonwealth Street Map/Esri
- Ky Topo/Esri Topographic
- Esri Topographic
- Kentucky Topography/Esri
- Esri Imagery
- Ky Imagery 2004
- Ky Imagery 2006
- Ky Imagery 2008
- Ky Imagery 2010
- Ky Imagery 2012
- Ky Imagery 2014
- Ky Imagery 2016
- Ky Imagery 2018
- Ky Imagery 2020
- KyFromAbove 6-Inch
- USGS National Map
- Esri Light Gray
- Esri Street
- Esri National Geographic

36.821334 -86.660044 Degrees  
 2mi 621

KY Geocoder

### Enhanced Search

By Shape | By Value | By Spatial | Results

Features selected: 1

**BOWLING GREEN**

County: WARREN

Class: 2

Incorporation Date: 02/12/1810

Area Development District: Barren River ADD

FIPS: 2122708902

(1 of 3)

**BOWLING GREEN BG2020-35**

Ordinance # BG2020-35

Filing Date January 21, 2021

XY Source SECRETARY OF STATE

POB Source SHAPEFILE PROVIDED BY SURVEYOR

[Zoom to](#)

Basemap Gallery

36.951494 -86.635668 Degrees

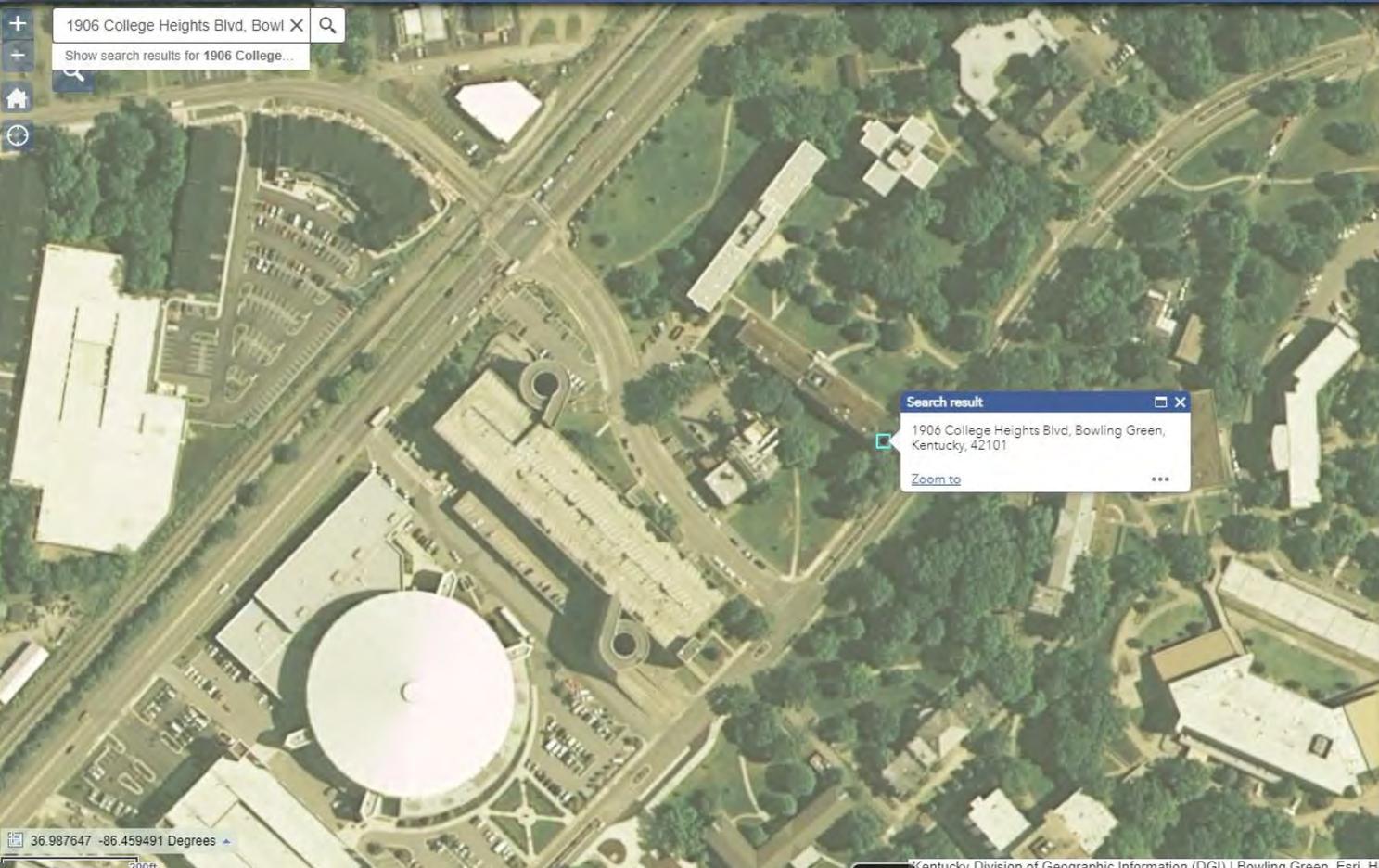
Bowling Green, Esri

# Kentucky's Incorporated Cities

Powered by the Commonwealth Map

1906 College Heights Blvd, Bowl X

Show search results for 1906 College...



**Search result**

1906 College Heights Blvd, Bowling Green, Kentucky, 42101

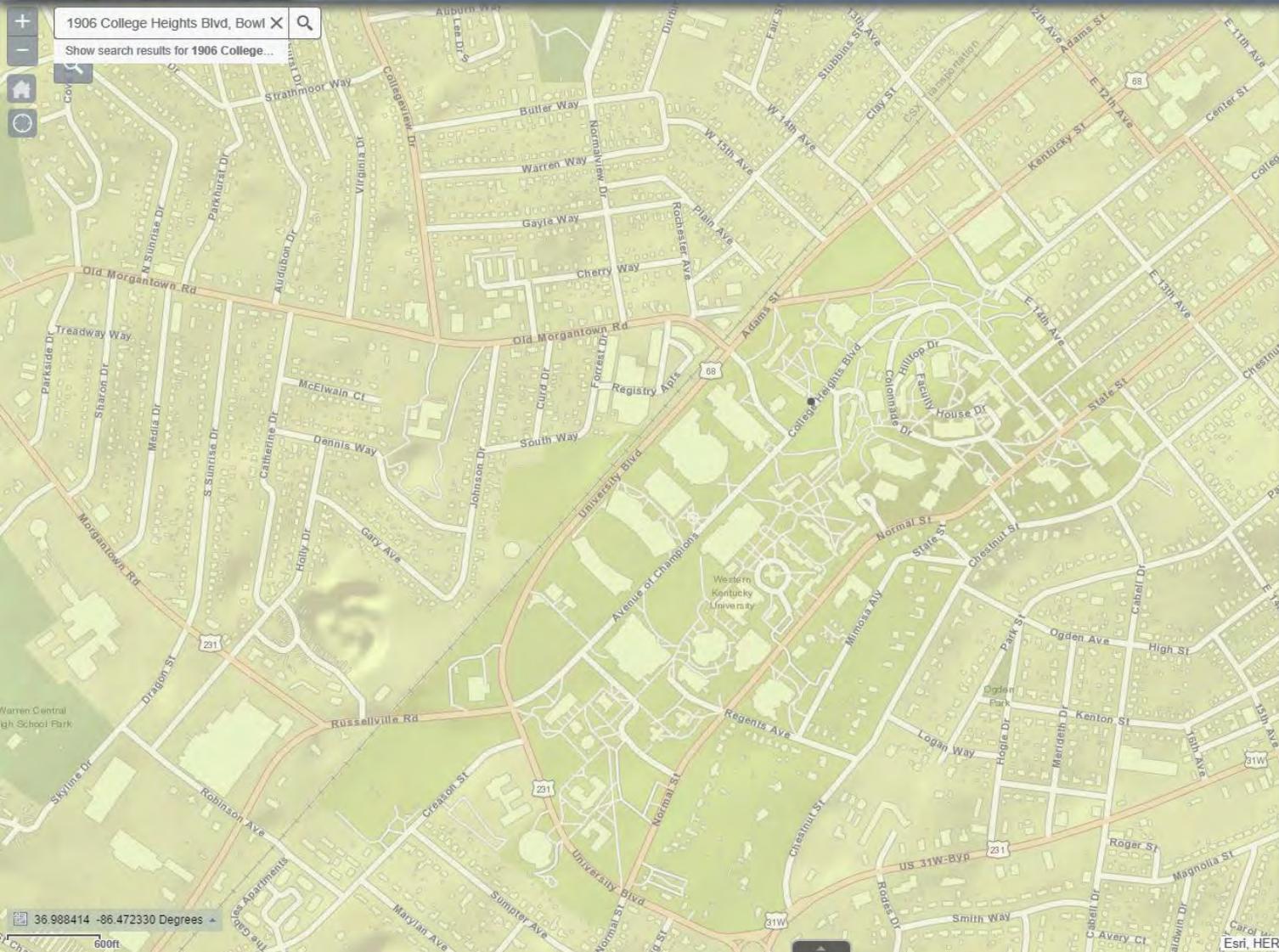
[Zoom to](#)

36.987647 -86.459491 Degrees

200ft

## Basemap Gallery

- Commonwealth Map/Esri
- Commonwealth Topo Map/Esri
- Commonwealth Street Map/Esri
- Ky Topo/Esri Topographic
- Esri Topographic
- Kentucky Topography/Esri
- Esri Imagery
- Ky Imagery 2004
- Ky Imagery 2006
- Ky Imagery 2008
- Ky Imagery 2010
- Ky Imagery 2012
- Ky Imagery 2014
- Ky Imagery 2016
- Ky Imagery 2018
- Ky Imagery 2020
- KyFromAbove 6-Inch
- USGS National Map
- Esri Light Gray
- Esri Street
- Esri National Geographic



Basemap Gallery

- |                          |                            |                              |
|--------------------------|----------------------------|------------------------------|
|                          |                            |                              |
| Commonwealth Map/Esri    | Commonwealth Topo Map/Esri | Commonwealth Street Map/Esri |
|                          |                            |                              |
| Ky Topo/Esri Topographic | Esri Topographic           | Kentucky Topography/Esri     |
|                          |                            |                              |
| Esri Imagery             | Ky Imagery 2004            | Ky Imagery 2006              |
|                          |                            |                              |
| Ky Imagery 2008          | Ky Imagery 2010            | Ky Imagery 2012              |
|                          |                            |                              |
| Ky Imagery 2014          | Ky Imagery 2016            | Ky Imagery 2018              |
|                          |                            |                              |
| Ky Imagery 2020          | KyFromAbove 6-Inch         | USGS National Map            |
|                          |                            |                              |
| Esri Light Gray          | Esri Street                | Esri National Geographic     |

# SELECTED LEGISLATION REGARDING KENTUCKY CITIES

- **KRS 81A.440** - Procedure for Reducing City Boundaries
- **KRS 81A.460** - Question of Annexation or Reduction of Territory, Once Rejected, Not to be Raised Again for Five Years
- **KRS 81A.510** - Annexation of Unincorporated Territory in which Industrial Plants are Located
- **KRS 81A.530** - Authorization for, Procedures for, & Effects of Annexation of a City of the Sixth Class by an Adjoining City of the Third, Fourth, or Fifth Class.
- **KRS 81.500** - Transfer of Incorporated Areas between Cities of the Second thru Sixth Classes
- **KRS 81.410**, **KRS 81.420**, & **KRS 81.430** - City Merger
- **KRS 81.094** & **KRS 81.096** - City Dissolution
- **KRS 81.032**, **KRS 81.034**, & **KRS 81.036** - Requirements for Reclassification of an Incorporated Area
- **Kentucky Constitution, Section 156** & **Section 156a** - General Assembly authorized to Provide for Creation, Governmental Structure, & Classification of Cities
- **Kentucky Constitution, Section 156b** - “The General Assembly may provide by general law that cities may exercise any power & perform any function within their boundaries that is in furtherance of a public purpose of a city and not in conflict with a constitutional provision or statute.” (*Home Rule*)
- **KRS 83A.030** - Composition & Size of City Legislative Bodies for Mayor-Council, Commission, & City Manager Plans
- **KRS 83A.040** - Elections of Mayors & Legislative Bodies, Qualifications, Vacancies, & Notifications of Vacancies.

## RESOLUTIONS ENHANCING ORIGINAL ANNEXATION ORDINANCES

- Many cities are adopting resolutions that allow the original annexation description and plat to be formatted to meet today's KRS 81A.470 filing requirements. These resolutions do not replace the original annexation ordinance nor do they relieve the city of the obligation to file a certified copy of the original annexation ordinance. (The resolution is a secondary filing; the annexation ordinance is the primary filing.)

If the city determines a resolution is in order, filing submissions should include:

1. Certified copy of the original annexation ordinance copied in its entirety, including the original description and plat

*Attached to:*

1. Certified resolution citing the annexation ordinance number and date of passage, and the city's adoption of the new description & plat prepared by a professional land surveyor. (Note: *The new description and plat must be limited to the area annexed by the ordinance. Boundary Statements will not be accepted.*)

- *The tract referenced in the resolution will be matched against the tract referenced in the resolution to determine acreage and location similarities. Cities do not annex by resolutions. KRS 81A is still in effect.*

# KRS 81A.470: Final Check before Submitting to the Office of Secretary of State

- REQUIREMENT #1: City Clerk’s Certification of 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 3 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.
- 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.

# FINAL NOTATIONS

- Submissions that do not meet (or do not include) all of the filing requirements of KRS 81A.470 (*as amended June 29, 2021*) will be returned to the city for correction and resubmission.
- Submissions that do meet the filing requirements will be added to the city’s page on the “Kentucky Cities” website in the “Date Filed,” “Type,” “Ordinance,” & “Notes” fields).
- Copies of all filed documents will be sent to the state mapping office for comparison with the electronic file (*aka shapefile*).
- The “Map Status” header will say “IN PROGRESS” (*by default*) until the state mapping office determines if the mapping of the filing is “MAPPABLE, UNMAPPABLE, or **SUSPENDED.**” Links to the “**SUSPENDED**” mapping label will identify problems with the electronic file, such as missing shapes, corrupt files, or the depiction doesn’t match the plat submitted with the ordinance. The city’s interactive map will **not** include the annexed/severed/or transferred area until the problems are corrected via the submission of a corrected electronic file (*aka shapefile*) to the Office of Secretary of State who will then forward the corrected electronic file to the state mapping office.
- Please be advised hyperlinks may identify if older annexations, originally described as “MAPPABLE,” were mapped in whole or in part.

## ADDRESS LIST FOR CITY FILINGS

- The County Clerk of the county or counties in which the city is located.
  - *The County Clerk must also receive a list of the names & addresses of properties and property owners who reside in the annexed, severed, or transferred area pursuant to KRS 81A.470 & KRS 81A.475 (as amended June 29, 2021).*
- Office of the Kentucky Secretary of State  
Land Office Division  
Room T21-B, Capitol Annex  
702 Capital Avenue  
Frankfort, KY 40601

*Thank you  
for your  
Dedicated Service  
to the  
Citizens  
of the  
Commonwealth  
and our  
Communities.*

**Questions? Please Contact:**

**Kandie Adkinson  
Office of the Secretary of State  
Land Office Division  
U.S. Census Bureau BAS Representative for Kentucky  
Room T21-B, Capitol Annex  
Frankfort, KY 40601  
Phone: (502) 564-3490 or (502)782-7408  
E-Mail: [Kandie.Adkinson@ky.gov](mailto:Kandie.Adkinson@ky.gov)**



Hodgenville, Kentucky