



City of New Philadelphia

ANNEXATION INFORMATION

1. SUMIT A PETITION WITH THE LEGAL DESCRIPTION AND LEGAL SIZE MAP TO THE CITY MAYOR'S OFFICE.
 - * *THE PROCESS THEN TRANSFERS THE DATA FROM THE CITY TO THE TUSCARAWAS COUNTY COMMISSIONERS.*
2. THE COMMISSIONERS WILL SET A DATE NOT LESS THAN SIXTY (60) DAYS AND NOT MORE THAN NINETY (90) DAYS FOR THE HEARING.
 - * *PETITIONER MUST LEAVE AN ADDRESS AND TELEPHONE NUMBER SO THE CLERK CAN INFORM YOU OF THE DATE.*
3. THE PETITIONER MUST THEN ADVERTISE THE HEARING DATE (TIME & PLACE) SUBSTANCE OF PETITION FOR FOUR (4) CONSECUTIVE WEEKS IN A NEWSPAPER OF GENERAL CIRCULATION PRIOR TO THE HEARING.
 - * *PROOF OF PUBLICATION MUST BE PRESENTED TO THE COMMISSIONER*
4. THE PETITIONER MUST HAVE PROOF THAT THE CITY AND TOWNSHIP HAS BEEN NOTIFIED OF THE HEARING DATE.
 - * *THE SIGNED CERTIFIED RETURN CARD IS SUFFICIENT ALONG WITH THE LETTER THAT WAS SENT.*
5. THE CITY MUST PASS A RESOLUTION/ORDINANCE STATING THE UTILITIES THAT THEY WILL PROVIDE.
 - * *THIS MUST BE PRESENTED TO THE COMMISSIONERS.*

IF THE ABOVE IS NOT RECEIVED BY THE COMMISSIONERS THE ANNEXATION CAN NOT BE GRANTED.

AFTER THE ANNEXATION HEARING IS HELD AND THE COMMISSIONERS GRANT SAID ANNEXATION THE CLERK OF THE BOARD WILL SEND ALL ORIGINALS TO THE CITY WITHIN TEN (10) DAYS. YOU WILL NOT RECEIVE A COPY UNLESS YOU REQUEST SUCH.