



City of New Philadelphia

EXPEDITED ANNEXATION PROCEDURE

1. The petitioner requesting the annexation must first make an application with the Township Trustees and complete and receive their approval before the city will address the request.
2. To begin the city process, the following two (2) items must be submitted to the Mayor's Office:
 - A. A letter of approval for the annexation from the Township Trustees
 - B. A letter from the petitioner to the city that includes the legal description of the property to be annexed, a legal-size map that shows the property to be annexed and what type of zoning is being requested for the property to be annexed.
 - C. Any person, firm or corporation filing a request to have a parcel of land annexed to the City, shall at the time of filing the transcript of the orders of the Board of County Commissioners, the petition and all other papers relating to the annexation, pay a filing fee of one hundred dollars (\$100.00) with the City Auditor, and in addition, shall execute an agreement in the form acceptable to the Law Director whereby they agree to be responsible for, and to reimburse the City for all necessary costs in connection with city utilities and notices for public hearings, publication of the annexation ordinance, as well as any costs in connection with the necessary notice for public hearing in regard to zoning that parcel, and, with the publication of the Zoning Ordinance.
3. The Mayor will then present the annexation request to the City Planning Commission for approval. The petitioner will be notified of the Commission's meeting date if attendance is required.
4. The Planning Commission's recommendation and the Step 2 information will then be forwarded to the President of City Council for assignment to the Zoning and Annexation committee.
5. The Zoning and Annexation committee chairman will schedule a meeting to review the request. The petitioner will be notified by the committee chair of the meeting date. Upon review of the annexation request, if the committee votes that the request should move forward, the committee chairman will request legislation be drafted by the City Law Director. The legislation will then be added to the agenda of Council for consideration and a vote by the full council. Legislation is typically read at three (3) consecutive council meetings before a vote by council is taken. If the committee votes not to move the annexation forward, the process stops.
6. If Council approves the legislation, a copy of the completed and signed legislation needs to be taken to the County Commissioner's office by the petitioner (a copy can be obtained from the Clerk of City Council) to start the county approval process.
7. After completing the county process, the Commissioners will vote on the request. If approved, the Clerk of the County Commissioners shall return the approved Commissioner's legislation and tax change information to the Mayor's Administrative Assistant at the city to complete the process.
8. The Mayor's Executive Assistant will notify the petitioner(s) when the annexation is completed and official.