

**Instructions for filing an EXPEDITED TYPE 1 Petition for Annexation
With the Medina County Board of Commissioners**

1. Items to be filed:
 - a) The original signed petition and mylar plat plus 3 paper copies as well as a fourth 8-1/2X11 copy of the mylar must be filed with the Commissioners Office, and must contain the following:
 - i) The petition must state the type of petition being filed, the number of owners in the territory, the name & address of a person to act as Agent, and include a legal description of the territory to be annexed.
 - ii) The petition must state in boldface capital letters immediately above the heading for signatures “WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL ANY ACTION ON THE PETITION TAKEN BY THE BOARD OF COUNTY COMMISSIONERS. THERE ALSO IS NO APPEAL FROM THE BOARD’S DECISION IN THIS MATTER IN LAW OR IN EQUITY”.
 - iii) The petition and plat must be signed by all of the property owners in the area proposed to be annexed. Signatures are to be notarized and show the date of signing. No signature shall be obtained more than 180 days prior to filing.
 - iv) The mylar must have appropriate signature blocks for the Commissioners, city/village, Auditor, Tax Maps, and Recorder.
 - v) The mylar needs to state in the “title” the total acreage to be annexed.
 - b) A list of parcels in the area to be annexed and the adjacent territory must be filed with the above referenced petition and mylar. The list must include the name of owner(s), mailing address(es) of owner(s), and permanent parcel number(s).
 - c) A certified copy of an annexation agreement or cooperative economic development agreement.
 - d) Payment of deposit/fees.
2. The Clerk will immediately forward the petition and plat to the Tax Maps Department for review of the legal description and plat. Inaccuracies are cause for rejection of the annexation petition.
3. Following receipt of the Tax Map Dept. report, the Board will review and render their decision on the petition for annexation at their next regular session. If granted, a copy of the resolution will be sent to the Agent and Township Clerk, and the complete transcript will be forwarded to the City/Village involved.

ORC 709.04: After 60 days from the date of receipt of the annexation transcript from the Commissioners’ Office the municipality must pass their ordinance/resolution accepting or rejecting the annexation. If this is not passed within 120 days it will be considered rejected.