

# VOLUNTARY ANNEXATION



## *Guide to Annexing Property into the City*

### Background

Annexation is the process of adding additional territory to an existing city. When previously unincorporated land is annexed into the City of Auburn, the city extends its municipal services, regulations, voting privileges and taxing authority to the annexed property.

A voluntary annexation occurs when a landowner initiates the annexation procedure by asking the City to redraw their boundaries to include the landowner's property.

An involuntary annexation occurs when the City initiates the annexation procedure without authorization from the landowner.

### Process

The voluntary annexation procedures require the applicant to sign the annexation petition (attached). Once the petition is filed the process begins. The annexation request can include multiple properties under separate ownership. Each property owner desiring to include land within the annexation area must complete the annexation petition.

The creation of islands of unincorporated land surrounded by the City boundary shall be avoided.

The completed application packet will be routed to all appropriate City/County Departments and utility companies for review. If there are issues or concerns with the annexation request, the applicant will be advised.

A fiscal plan shall be prepared for the annexation area and approved by Resolution. The fiscal plan shall be adopted by the Auburn Common Council prior to consideration of the annexation ordinance.

The Auburn Common Council will hold a public hearing on the petition. Notice of the public hearing must be published in the newspaper at least 20 days prior to the hearing.

### Decision

After the hearing on the petition, the Auburn Common Council may, by ordinance, approve the annexation. Consideration of an ordinance requires two separate readings by the Common Council. 1<sup>st</sup> reading of the ordinance introduces the request to the Council. The public hearing is held at 2<sup>nd</sup> reading and is typically done at the next successive meeting.

### Timeline – Voluntary Annexation

- Submission of Petition to Annex
- Public Hearing advertised at least 20 days prior to Auburn Common Council meeting
- Fiscal Plan is prepared and submitted to the Common Council for consideration
- **Public Hearing held by the Auburn Common Council**
- Decision by Common Council
- Within 30 days after the adoption of the annexation ordinance, any aggrieved person may appeal the ordinance to the circuit court or superior court of the county.
- Ordinance is published after adoption, and becomes effective 30 days after publication

# **ANNEXATION**

## ***APPLICATION CHECKLIST***



*A completed application must include the following:*

- ☐ **A completed annexation petition form.** The annexation petition form is attached and is also available in the Building, Planning and Development Office located on the 2<sup>nd</sup> floor of City Hall or at [www.ci.auburn.in.us](http://www.ci.auburn.in.us).
- ☐ **A legal description and a survey or other drawing depicting the land area requested to be annexed.**
- ☐ There is no filing fee associated with an annexation request.

*Applicant may also submit the following:*

- ☐ **Any written statement, documents, photographs, plans or supporting information justifying the annexation requested.**

# PETITION FOR VOLUNTARY ANNEXATION INTO THE CITY OF AUBURN, INDIANA

The undersigned \_\_\_\_\_ owns the real estate located outside of the City of Auburn, Indiana, in unincorporated DeKalb County, Indiana, depicted as set forth on Exhibit "A" (the "Real Estate") attached hereto and incorporated by reference, and further certifies that \_\_\_\_\_, hereby requests and consents to the adoption of an ordinance annexing the real estate into the City of Auburn, Indiana. The Real Estate is further identified by the deed of ownership attached as Exhibit "B" and identified as DeKalb County Parcel No. \_\_\_\_\_.

Petitioner: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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STATE OF INDIANA        )  
                                  ) SS:  
COUNTY OF \_\_\_\_\_)

Before me, the undersigned Notary Public in and for said County and State, personally appeared the above and acknowledged execution of the foregoing instrument as their voluntary act and deed for the uses and purposes expressed.

Witness my signature and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public