



★ **Before filing**

1. Meet the criteria

- Property does not exceed 500 acres
- Property shares a boundary with municipality of at least 5%
- Annexation will not create an "island" of township
- Municipality is able to provide utility services to the property

2. Contact municipality

Confirm availability of utility service

If available, municipality will pass an ordinance to this effect

★ **At time of filing**

3. Submit materials to Franklin County EDP

- Cover letter including nature of anticipated use
- Completed application form with signatures
- Legal description of property
- Map or plat of property
 - Legal description and map must be certified by Franklin County Engineer

4. Provide list of adjacent properties

Include Names, addresses, Parcel ID number

★ **After filing**

5. Distribute petition

- Provide to: township, municipality, each adjacent property owner
- Serve in person or send by certified mail within 5 days
- Include all documents (application, legal description, map, list of adjacent owners)

6. Submit proof of distribution to Franklin County EDP

Township and municipality: Certified mail receipts (if sent by mail)

Affidavit by delivery agent (if delivered in person)

Adjacent property owners: No proof required

7. Submit municipal service ordinance to Franklin County EDP

Provide within 20 days

8. Attend hearing: _____

Hearings are held at the Franklin County Courthouse, 26th floor

373 S. High St., Columbus

Tuesday, 9:00am

Annexation Petition

Important dates	
Filing Date:	
Distribute copies to township, city, Adjacent property owners:	5 days after filing
Submit municipal service ordinance to Franklin County EDP:	20 days after filing
Submit proof of distribution to Township, city	
Hearing Date:	
Franklin County Courthouse, 26th floor 373 S. High St., Columbus 9:00am	30-45 days after filing

Annexation contact information

Franklin County Economic Development & Planning 150 South Front Street, FSL Suite 10 Columbus, OH 43215 614-525-3094	City of Columbus Planning Division 111 N. Front Street, 3rd Floor Columbus, OH 43215-9030 614-645-8791	City of Dublin Planning & Zoning 5800 Shire-Rings Rd Dublin, OH 43017 614-410-4679
Grove City Development Department 4035 Broadway Grove City, OH 43213 614-277-3000	City of Reynoldsburg Development Department 7232 E. Main Street. Reynoldsburg, Ohio 43068 614-322-6807	City of Hilliard Service Department 3800 Municipal Way Hilliard, OH 43026 614- 876-7361 ext. 707
City of Westerville Planning & Development Department 64 E. Walnut Street Westerville, Ohio 43081-2119 614-901-6650	City of Gahanna Zoning Division South Hamilton Road Gahanna, OH 43230 614-342-4025	Village of Canal Winchester Building & Zoning Department 36 S. High St. Canal Winchester, OH 43110 614-837-7493
Village of New Albany Zoning & Development Department 99 W. Main Street New Albany, OH 43054 614-855-3913	Village of Groveport Planning & Development Department 655 Blacklick Street Groveport, OH 43125 614-836-5301	