

Annexation Survey Plat Requirements

1. ___ All plats must be 18" x 24" in size, neat, legible and have a 2" border on the left side with a 1/2" border on the remaining sides. Two paper copies must be submitted.
2. ___ North Arrow
3. ___ Scale (written and graphic)
4. ___ Military survey name and number
5. ___ A legend
6. ___ All corners that have to be set must be 1" (except in roads). Old pins may be as found.
7. ___ All monuments set or found shall have the size of the monument indicated on the plat and in the description.
8. ___ Surveyor's seal and signature
9. ___ The name of township and/or village and county. If any of these lines sever the survey, they shall be shown on the plat with appropriate breakdown of acreage. The breakdown shall also be given on the deed. If the survey included acreage from more than one tract with separate tax parcel number.
10. ___ Tie to adjoiner (needs deed book, page number and acreage) or to a road intersection (needs bearings and distances along centerline).
11. ___ Acreage. Need total to be annexed and a breakdown of owners' acreage. Also need total acreage in road(s) to be annexed.
12. ___ Roadway and/or Street names
13. ___ Adjoining property owners with deed book and page numbers
14. ___ Any curves shall furnish the following data on the plat and description: delta, radius, chord bearing, and chord distance.
15. ___ Basis of bearings
16. ___ Notation of occupation (fence line, etc.)
17. ___ Bearings and distances
18. ___ Citation of documents used
19. ___ Date of survey
20. ___ Closure E _____ P _____ A _____
21. ___ There cannot be any islands or "strips of land".
22. ___ Existing corporation lines should have the existing Annexation Plat Book, Page Number and slide with hash marks along the corporation lines.
23. ___ Council approval and Commissioner's Approval
24. ___ Parcel number
25. ___ Signify Annexation Complete or Partial
26. ___ If partial, signify buildings included
27. ___ Physical address of land

*** When plat is approved you will need two mylar (1 being original) and at least six paper copies signed.
(A paper copy must be sent to Board of Elections).