

# Instructions for a Annexation by Ordinance



- ✓ Cost is **\$600.00 plus \$5.00 per acre**, plus recording fees
- ✓ Please submit all required information at the time of application

# ANNEXATION BY ORDINANCE PROCEDURES

## City of Hutchinson

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**APPLICATION FEE:** \$600.00 plus \$5.00 per acre. All fees are due at the time of application.

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### PROCEDURES

The Hutchinson City Council may by ordinance declare land annexed to the City. Any such land is deemed to be urban or suburban in character or about to become so if the land abuts the City and the area to be annexed is **120 acres or less**, and the City receives a petition for annexation from **all** the property owners of the land.

All territories which may hereafter be annexed to the City of Hutchinson shall be considered as being R-1, Low Density Residential District, until an amendment to the Zoning Ordinance shall place annexed land in a different zoning district.

1. The petition for annexation is submitted to the Planning Director with the required application fee.
2. A public hearing is scheduled to be held by the Planning Commission.
3. At least 30 days prior to the public hearing, the City provides written notice, by certified mail, of the public hearing to the township(s) affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.
4. The planning staff reviews the proposal and all submitted information and forwards a recommendation for action to the Planning Commission.
5. The Planning Commission holds the public hearing. The Planning Commission meeting is the third Tuesday of the month at 5:30 p.m. in the City Center Council Chambers, 111 Hassan Street S.E. **You are requested to attend the public hearing to explain your request.** The Planning commission submits its recommendation to the City Council.
6. The City Council rejects the petition for annexation or adopts an ordinance declaring the land annexed.
7. If adopted, the City Council conducts the second reading of the ordinance and signs the ordinance.
8. The signed ordinance, filing fee, map, and letter explaining the request for annexation are forwarded to the State of Minnesota.
9. The State of Minnesota considers the request for annexation. If approved, the annexation is final on the date the ordinance is approved by the State of Minnesota.
10. The State of Minnesota forwards the order for annexation to the City and the approved ordinance is published in the local newspaper.
11. The annexation ordinance is filed with State of Minnesota, the Secretary of State, the McLeod County Auditor, the affected township(s), and the McLeod County Recorder.

**PETITION FOR ANNEXATION BY ORDINANCE**

IN THE MATTER OF THE PETITION OF  
CERTAIN PERSONS FOR ANNEXATION PURSUANT  
TO MINNESOTA STATUTES § 414.033, SUBD. 2 (3)

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TO: Council of the City of Hutchinson, Minnesota AND

Office of Administrative Hearings  
Municipal Boundary Adjustments  
P. O. Box 64620  
St. Paul, MN 55164-0620  
651-361-7900

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2 (3).

It is hereby requested by:

- \_\_\_\_\_ the sole property owner; or
- \_\_\_\_\_ all of the property owners; or
- \_\_\_\_\_ a majority of the property owners

of the area proposed for annexation to annex certain property described herein lying in the Town of \_\_\_\_\_ to the City of Hutchinson, County of McLeod, Minnesota.

The area proposed for annexation is described as follows:

1. There are \_\_\_\_\_ property owners in the area proposed for annexation.
2. \_\_\_\_\_ property owners have signed this petition. (All property owners)
3. Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is:  
\_\_\_\_\_ Unplatted \_\_\_\_\_ Platted \_\_\_\_\_ Total
5. The reason for the requested annexation is \_\_\_\_\_.
6. The area proposed for annexation will be zoned \_\_\_\_\_.
7. All of the area proposed for annexation is or is about to become urban or suburban in character.
8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Office of Administrative Hearings - Municipal Boundary Adjustments.

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Hutchinson, Minnesota.

Dated: \_\_\_\_\_

Signatures: \_\_\_\_\_  
\_\_\_\_\_