

BRIEF DESCRIPTION
ANNEXATION PROCEDURE

You must come to the City of Cortland Planning Commission to determine the zoning.

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| R.C. Sec. 709.02 | 1. File with County Commissioners a petition containing: <ol style="list-style-type: none">a) Description & map of property to be annexed.b) Statement of number of owners of real estate in the area to be annexed.c) Name of agent for petitioner(s).d) Signatures of majority of property owners in the area to be annexed. |
| R.C. Sec. 709.03 | 2. Commissioners notify the city & the township of the filing of the petition. |
| R.C. Sec. 709.031 | 3. Commissioners set a date for a public hearing not less than 60 days nor more than 90 days after petition is filed.

Agent for petitioners publishes notice of hearing once a week for four weeks in a paper of general circulation in the area to be annexed & delivers copy of the notice to the township(s).
Commissioners may have county engineer check the accuracy of the map submitted by the petitioners. |
| R.C. Sec. 709.032 | 4. This section prescribes rules for the conduct of the public hearing, who may appear, who may question, how to handle signatories who claim they were misinformed, etc. |
| R.C. Sec. 709.033 | 5. Commissioners shall grant or deny the annexation within 90 days of the public hearing.
Commissioners shall forward to the city a complete transcription of all proceedings. |
| R.C. Sec. 709.04 | 6. Sixty days after receipt of the transcript, the transcript shall be submitted to the legislative authority of the city. The city (council) shall then by resolution or ordinance accept or reject the annexation. Failure to act within 120 days constitutes rejection of the annexation.
7. Extension of facilities at owners expense.
8. No extensions outside the city. |