**CHECKLIST**

**REQUIRED ACTIONS OF THE CITY**

* The City will personally contact all adjoining property owners to advise and/or request input regarding the proposed annexation of MHTC-owned property. The City may choose the method in which it contacts all adjoining owners. However, should the City choose to make contact by letter, it shall use the sample letter provided by the MHTC (See “Letter for Contacting Adjoining Property Owners”).
* The City will cause a publication (See “Notice of Proposed Voluntary Annexation”) to appear in the local newspaper for two consecutive weeks for the purpose of obtaining public input regarding the proposed annexation. If the City has no local newspaper, it will advertise by whatever means it typically uses to notify citizens of similar type actions.
* The City will provide proof that it solicited input from the public regarding the proposed annexation.
* The City will submit a letter stating, 1) the expressed purpose of the annexation, 2) that no controversy/objection was expressed from the adjoining property owners or the solicitation of public input **OR** the specific controversy/objection expressed from the adjoining property owner(s) and the solicitation of public input, and 3) that all adjoining property owners have been contacted.
* The City will submit a letter from the County in which the City is located stating, 1) it has no objection to the proposed annexation, and 2) it has no knowledge of any controversy/objection regarding the proposed annexation **OR** the specific controversy/objection of which it has knowledge regarding the proposed annexation.
* The City will submit a letter from all cities within a five-mile radius of the proposed area to be annexed stating, 1) it has no objection to the proposed annexation, and 2) it has no knowledge of any controversy/objection regarding the proposed annexation **OR** the specific controversy/objection of which it has knowledge regarding the proposed annexation.
* The City will submit the MHTC plan sheets depicting the existing and proposed city limits.
* The City will submit a map or plat book page depicting the existing and proposed city limits.
* The City will submit a copy of the legal description proposed for inclusion in the *Voluntary Annexation Petition* (See RW39).