LETTER TO CITY UPON RECEIVING A REQUEST FOR VOLUNTARY ANNEXATION

(date)

(City)

(Address)

(City, State, Zip)

Gentlemen:

We have received your request for the voluntary annexation of certain highway rights of way on Route (route) in (county) County. Once you have met the requirements described on the attached checklist, we will review the submitted information and advise you of our participation or non-participation in the voluntary annexation process. Our review will be to verify that the Missouri Highways and Transportation Commission’s (MHTC’s) requirements have been met, and will not include verification of your compliance with the laws and regulations as they pertain to annexations. For information pertaining to the laws and regulations of annexations, please consult with an attorney, or refer to the *Missouri Municipal League for Annexation Laws in Missouri* and other appropriate resources.

The attached MHTC plan sheets are for your use in meeting one of the requirements listed on the said checklist. Also attached is a copy of the *Voluntary Annexation Petition,* which further describes the requirements. If we elect to participate in the voluntary annexation process, we will execute the said petition and forward it to you for execution.

Should you have any questions or need further clarification regarding the MHTC’s requirements, please contact (name), right of way manager, at (phone number).

Sincerely,

(name), P.E.

District Engineer

Attachments