

ANNEXATION PROCEDURES

1. Contact the Warren City Engineering, Planning and Building Department. Bring in a copy of your deed to the land you wish to have annexed and a map of the property if you have one available to you. The Department will prepare the necessary Annexation Petition and maps at no cost. This usually takes about **2 to 3 weeks**.
2. After the Annexation Petition has been prepared, the Applicant will need to have an “Agent”, which is an Attorney, file the Annexation with the County Commissioners.
3. The County Commissioners will then set a Public Hearing date between **60 to 90 days** from the filing of the Petition according to Ohio Revised Code Section 709.
4. After the Public Hearing the County Commissioners have up to **90 days** after the Public Hearing to make a decision according to the O.R.C.
5. If the Annexation is approved, the Petition is sent to the City Auditor who holds the Petition for **60 days**, according to the O.R.C.
6. The Annexation is then brought before City Council for approval. After the Annexation becomes effective **30 days** after the passage by City Council and being signed by the Mayor, according to the O.R.C.