

KRS 81A.470: Final Check before Submitting to the Office of Secretary of State

- The type of annexation is stated in the ordinance: (1) by consent or (2) finalization of an intent ordinance that has followed the statutory requirements of KRS 81A.
- All signatures & dates in the ordinance are affixed.
- The city clerk's certification is attached to the ordinance. *(An attestation of signature is not a certification.)*
- The surveyor's description & map (plat/drawing) are included in the packet.
- The plat includes annotated lines and/or a line table, annotated curves and/or a curve table. Survey calls in the description match the survey calls on the plat—call for call. *(Please don't split calls in the description or on the plat. An identified "point-of-beginning" or POB is requested. All survey calls & text on the plat must be eye-readable.)*
- The survey calls on the plat form a closed geometric figure.
- "Parcel A" or "Tract 1" in the ordinance is identified as "Parcel A" or "Tract 1" on the plat. Exclusions included in the description are depicted on the plat.
- The plat must identify: (1) The point(s) at which the annexation connects to the existing city boundary; or (2) the location of the existing city boundary nearest the annexation. *(Use wording such as "Existing City or Corporate Boundary." A Vicinity Map assists in placement of the annexed parcel. Although not required by statute, surveyors are encouraged to provide "NAD 1983, Kentucky State Plane Single Zone, US Survey Feet, FIPS 1600" coordinates to assist the Division of Geographic Information staff as they place the boundary change on the city's Interactive Map on the "Kentucky Cities Website.")*
- The surveyor's statement of resources used to describe & depict the tract is included on the plat.
- The surveyor's certification (on the description & the map/plat/depiction) is complete: surveyor's stamp, signature & date of signature. *(The certifications confirm both documents were prepared by a professional land surveyor as required by KRS 81A.470.)*
- Packets are prepared for filing with the county clerk and Secretary of State. *(Notify the PVA of the boundary change; file a listing of properties and property owners with the county clerk pursuant to KRS 81A.475.)*