

**SAMPLE**

**PETITION FOR INCORPORATION**

IN THE MATTER OF THE PETITION/RESOLUTION OF (CERTAIN PERSONS)  
OR (THE TOWN BOARD OF \_\_\_\_\_) FOR INCORPORATION  
PURSUANT TO MINNESOTA STATUTES § 414.02

---

TO: Office of Administrative Hearings  
Municipal Boundary Adjustment Unit  
P. O. Box 64620  
St. Paul, MN 55164-0620

PETITIONERS STATE: This petition is filed under Minnesota Statutes § 414.02.

1. The petitioner is:

\_\_\_\_\_ the Town Board of \_\_\_\_\_, containing the area proposed for incorporation (A copy of the signed township resolution is attached.); or

\_\_\_\_\_ the petitioners, who are property owners in the area subject to incorporation, have attached signatures to this petition. One hundred or more property owners are required to sign this petition in order to initiate an incorporation proceeding, and \_\_\_\_\_ (number) have signed.

2. The petitioner(s) request incorporation of the following described area:

***INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.  
DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.***

3. Notice of Intent to Incorporate was served: \_\_\_\_\_

**Subd. 1(a)(a)** At least 30 days before submitting the petition or resolution to the chief administrative law judge under this section, the township must serve the clerk of each municipality and each township that is contiguous to the township by certified mail a notice of the township's intent to incorporate.

**Subd. 1(a)(b)** If the proceedings for incorporation are initiated by the requisite number of property owners, the notice of intent to incorporate must be served by the property owner or owners or designee in the manner required under this paragraph. The property owner or owners or designee must serve a notice of intent to incorporate on the town board of the township containing the area proposed for incorporation. The property owner or owners or designee must also serve the clerk of each municipality and each township that is contiguous to the area proposed for incorporation by certified mail a notice of intent to incorporate.

4. The area proposed for incorporation is presently not within the limits of a municipality.

**SAMPLE**

-2-

5. The area subject to incorporation includes land which has been platted into lots and blocks.
  
6. The parties entitled to notice under Minnesota Statutes § 414.09 are: (i.e. names of the clerk(s) of the township(s) presently governing the affected territory, the clerk of any town or city abutting the affected territory, the chair of the affected county board, and the secretary of each planning agency or commission having jurisdiction over the affected area): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Enclosed is a proposed corporate boundary map.
  
8. The proposed name of the new municipality is: \_\_\_\_\_
  
9. The reasons that incorporation is being requested are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If petition is by property owners, attach additional signatures.)