

PROCESS FOR PROPOSALS

There is a **five-step** process for the consideration of proposals:

1. Completeness Review

Commission staff determines if all required information is presented.

2. Publication of Notification of Proposal and Public Hearing

Publication of Notification of Proposals has to occur within twenty-one (21) days of the Commission's receipt of the proposal.

3. Public Hearings

Public Hearings must occur between fourteen (14) and sixty (60) days after the "Publication of Notification of Proposal." A copy of the "Notice" is also sent to the County Clerk, each municipality bordering an area subject to a proposal and all other government entities with taxing authority in the area subject to the proposal. The Commission also sends out a postcard to registered voters living in the proposed area, informing them of the date, time and location of the hearing.

4. Deliberation/Decision

A Commission vote to approve or deny a proposal must take place within nine (9) months of official submittal for an annexation, consolidation or incorporation, or, within four (4) months for a Simplified Boundary Change.

5. Election

If the Commission approves an annexation, incorporation or established unincorporated proposal, it goes to the voters for an election. With the exception of established unincorporated areas, separate elections are held in the jurisdiction making the proposal and the area that would be subject to the proposal. A majority must vote in favor of each area for the item to become the law. It is the Commission's discretion whether or not Simplified Boundary Changes are voted on by the public.