



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Leslie Fiskien

March 14, 2024

RE: Requirements for Coordinating City Annexations with the Arkansas Geographic Information Systems (GIS) Office

Arkansas Code § 14-40-101 (Act 914 of the 90th General Assembly) states:

"Before an entity undertakes an annexation, consolidation, or detachment proceeding under this chapter, the entity shall coordinate with the Arkansas Geographic Information Systems Office for preparation of legal descriptions and digital mapping for the relevant annexation, consolidation, and detachment areas."

Per this requirement, any entity (city or petitioner) planning to file a city annexation must first coordinate with the GIS Office in the following ways:

- 1) Provide the GIS Office with a **legal description** of the property in which they are pursuing to annex.
- 2) If available, provide the GIS Office with a **plat or map** of the property in which they are pursuing to annex.

These coordination efforts should be directed to Niki Bittle at the GIS Office (niki.bittle@arkansas.gov, 501-682-2929). After the GIS Office has received the information listed above, a map of the annexed area will be prepared. Within approximately four business days, the coordinating entity (city or petitioner) will receive back the following:

- 1) A letter denoting the entity has met the coordination requirement.
- 2) A map depicting the annexed area.

Although not required by law, it is recommended the letter and map accompany the adopted ordinance and become part of the documentation of record for filing with the Secretary of State, Elections Division.

Sincerely,

A handwritten signature in blue ink that reads "Shelby D Johnson". The signature is fluid and cursive.

Shelby D Johnson, Director
/sdj