



# Arkansas Secretary of State

**Mark Martin** Arkansas Secretary of State, 500 Woodlane Ave, Little Rock, AR 72201-1094

## Municipal Boundary Change Checklist

County: \_\_\_\_\_ City/Town: \_\_\_\_\_

City Ordinance/Resolution No: \_\_\_\_\_ Date approved: \_\_\_\_\_

County Court Case No: \_\_\_\_\_ Date Order Filed: \_\_\_\_\_

Type: \_\_\_\_\_

Date Change Effective: \_\_\_\_\_ Set by: Municipal Ordinance    Emergency Clause    Court    Default  
*(Required by Act 653 of 2017)*

For Circuit Court Challenge: Date Order Filed: \_\_\_\_\_ Upheld    Overturned    Other *(attach explanation)*

### Initiating party:

All Landowners    Majority Landowners    Municipal Governing Body    State    Other \_\_\_\_\_

### Supporting Documentation attached *(check all that apply)*:

File marked copy of City Ordinance/Resolution *(required)*

File marked copy of County Court Order or certified annexation election results *(required except for island annexation)*

Copy of Arkansas GIS Office approved printed map and certification letter *(required)*

Proof of Publication for all Legal Notices *(include Hearing, Election, and City Ordinance/Resolution notices)*

File marked copy of Petition Part *(if applicable)*

File marked copy of Complaint and final Circuit Court Order *(Court Challenge only)*

### Municipal Contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip code: \_\_\_\_\_

*Complete one form per ordinance/resolution, attach it as a cover page to the supporting document set and submit to the County Clerk's Office within 45 days of the Effective Date as required by Act 655 of 2017*

### County Official:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Pursuant to Act 655 of 2017, County Officials must submit a file-marked copy of municipal boundary change documentation within 30 days of receipt to: Arkansas Secretary of State, Attn: Municipal Boundary Filing, 500 Woodlane Ave Suite 256, Little Rock, AR 72201-1094*

*Office of the Arkansas Secretary of State use only*

Received by: \_\_\_\_\_