PROCEDURES FOR BOROUGH ANNEXATION

STAGE 1 - FILING THE PETITION

Petition submitted to LBC Staff*
3 AAC 110.420

→

Petition is given technical review by LBC Staff
3 AAC 110.440

→

If the petition is complete, it is accepted for filing

If the petition is deficient →

Petition is returned
3 AAC 110.440

STAGE 2 - PUBLIC REVIEW & COMMENT

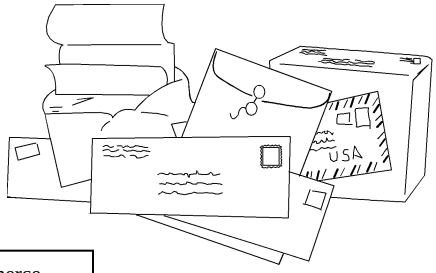
Extensive public notice of petition is given by publication, posting, and mailing. Copies of petition are served on interested parties -- petition made available for public review
3 AAC 110.450
3 AAC 110.460

→ **WITHIN 7+ WEEKS OF INITIAL PUBLIC NOTICE**

Individuals may file responsive briefs & comments in favor or opposition
3 AAC 110.480
3 AAC 110.640

→ **2+ WEEKS AFTER FILING RESPONSIVE BRIEFS**

Petitioner may file reply brief
3 AAC 110.490
3 AAC 110.460



*Department of Commerce, Community, and Economic Development serves as staff to the LBC. AS 44.47.050(a)(2).

STAGE 3 - ANALYSIS

--Optional--
Petitioner may be directed by LBC Staff to hold public informational sessions
3 AAC 110.510

LBC Staff may conduct a public meeting to address proposal
3 AAC 110.520

LBC Staff distributes preliminary report for public review
3 AAC 110.530

4+ WEEKS AFTER MAILING OF DRAFT REPORT

Comments submitted on LBC Staff preliminary report
3 AAC 110.530

21+ DAYS PRIOR TO LBC HEARING

LBC Staff distributes final report
3 AAC 110.530

STAGE 4 - HEARING, DECISION & RECONSIDERATION

LBC conducts public hearing(s)
following 30 day notice
3 AAC 110.550
3 AAC 110.560

Hearing Procedures

1. Presentation of LBC Staff Report
2. Opening Statement by Petitioner (10 minutes)
3. Opening Statement by Respondents (10 minutes)
4. Sworn Testimony of Witnesses by Petitioner
5. Sworn Testimony of Witnesses by Respondents
6. Sworn Responsive Testimony by the Petitioner
7. Period of Public Comment (3 minutes per person)
8. Closing Statement by Petitioner (10 minutes)
9. Closing Statement by Respondents (10 minutes)
10. Reply by Petitioner (5 minutes)

LBC decisional meeting
(verbal decision reached)

Option 1
Petition Approved

Option 2
Petition Amended
and/or Conditionally
Approved

Option 3
Petition Denied

Written decision issued
3 AAC 110.570

Opportunity for
reconsideration
3 AAC 110.580

If petition is denied, process ends

***Decisions of the LBC are subject to judicial appeal**

If petition is
approved or amended
and approved, the process
continues to next stage

STAGE 5 - IMPLEMENTATION

Federal Voting Rights Act preclearance requested
42 U.S.C. 1973(c)
(no longer required)

If a vote is required election is ordered and administered
3 AAC 110.600

Election results are certified and provided to LBC Staff

If legislative review is required, LBC recommendation is submitted to legislature during first 10 days of next regular session
3 AAC 110.610

Recommendation is approved 45 days after submission, unless denied by concurrent legislative resolution

If annexation has the support of all property owners and resident voters, no further approval is required
AS 29.06.040(c)(2) & (3)

If approved by voters, or the legislature, or if such approval is not necessary, LBC Staff certifies boundary change upon preclearance
3 AAC 110.630