

MEMORANDUM

TO: Rob Priestas, City Engineer

FROM: Kim Banning, CMC
Clerk of Council

DATE: October 7, 2015

RE: **Proposed Annexation of 2.1+/- acres located at 6607 Clark State Road in Jefferson Township, by Mark D. Ludwig, property owner.**

The Ohio Revised Code mandates an Ordinance as a requirement to the annexation proceedings that sets forth in a sure and certain manner that services can be provided to the property being proposed for annexation.

We need verification of right-of-way required.

We are very limited in the time we have to respond. We would appreciate your immediate attention to this request, and ask for the information by noon Tuesday, October 13, 2015. We appreciate your cooperation.

A metes and bounds description and map are included with this request for your further information.

Kimberly Banning, CMC