

**GUIDELINES FOR MAINTENANCE OF MUNICIPAL BOUNDARY GIS FILES**

**ANNEXATIONS AND DE-ANNEXATIONS**

Prior to July 1, 1978 annexations/de-annexations ordinances were only maintained in city records. From 1978 to 2000 the state required the ordinance to be filed in city records and also at the county clerk's office to be a binding legal action.

Since July 1, 2000, municipalities have been required by Title 11, §21-112 of the Oklahoma Statutes to file all annexations and de-annexations with the Ad Valorem Division of the Oklahoma Tax Commission (OTC) as well as with the office of the respective county clerk.

When a city changes its boundaries, the city **MUST** file a copy of the ordinance or court order, along with a map, at the **COUNTY** Clerk's office and then present that filed document (with the county clerk's stamp) to the **AD VALOREM DIVISION** of the OTC. This is the only method to legally change municipal boundaries.

Changes to a municipal boundary shape files must be vetted by the Ad Valorem Division, who will send them to OU Center of Spatial Analysis for processing and hosting on the University of Oklahoma's GIS Data Warehouse. These changes will automatically flow to the Office of Geographic Information (OGI). Then the updated shape file can be downloaded and used in NG911 GIS.

The municipal boundaries created and maintained from this input are used by the Oklahoma Tax Commission for the assignment and distribution of local and state taxes, use taxes, and public service taxes and by the Oklahoma State Election Board for the protection of the integrity of municipal elections.

The municipalities' point-of-contact at the Ad Valorem Division is **Steve Oliver** at:

(405) 319-8200

Email: [steve.oliver@tax.ok.gov](mailto:steve.oliver@tax.ok.gov)

Mailing address:

Oklahoma Tax Commission, Ad Valorem Division,

P. O. Box 269060,

Oklahoma City, OK 73126-9060.

**MINOR CORRECTIONS TO EXISTING MUNICIPAL BOUNDARIES**

In the process of validating municipal boundaries for NG911 purposes, it may be necessary to make minor changes to correct topology issues or adjust the polygon so that certain property or centerlines lay in or out of a municipal boundary polygon. When these types of minor adjustments take place, the updated municipal boundary should be approved and endorsed by the city government. Evidence of

## **APPENDIX A**

this approval would be a printed map of the polygon with good landmark detail. The map should have a signature from the Mayor or City Manager and stamped with the seal of the city. If a correction impacts a neighboring city, that city must also authorize the change and provide an updated boundary map.

This approved corrected map must be sent to the Ad Valorem Division of the OTC (see the contact information above for Steve Oliver) to be vetted before it can be updated in the State's GIS repositories. The map should also be accompanied by a shape file of the corrected polygon.

If a vendor or third party is submitting this information on behalf of a city, a letter of authorization on city letterhead, signed by the authorized city official should accompany the correction request to the Ad Valorem Division of OTC.



The Oklahoma 9-1-1 Management Authority (OK911MA) creates population estimates from the primary land line answering areas of Public Safety Answering Points (PSAPs). The percentage of population within the answering area is then compared to the State population estimate and used by the Oklahoma Tax Commission to distribute wireless funding to the local PSAPs. The answering area will also be used in a Next Generation environment to route calls to the correct PSAP. **It is important that the polygons representing the boundaries are as accurate and current as possible.**

The below instructions are to be followed when a PSAP boundary change or an error is found in the boundary.

1. The notification letter must include the following:
  - a. A detailed explanation of the requested change.
  - b. Letter from neighboring PSAPs that are impacted by the requested change.
  - c. Shapefile of the change
  - d. Supporting documentation including but not limited to: Map from the Oklahoma Tax Commission; map error correction; jurisdictional agreements)
2. The notification must be on official agency letterhead and signed by the agency head. The letter can be scanned and emailed or mailed to the State 9-1-1 Coordinators office.
  - a. Mail to:  
Oklahoma Emergency Management  
Attn: Oklahoma State 9-1-1 Coordinator  
2401 N Lincoln Blvd.  
Oklahoma City, OK 73105
  - b. Email:  
911@OEM.ok.gov

When notification is received, the State 9-1-1 Coordinators office will review the request and send notifications to all PSAPs that could be affected by a change; the notification will include the date in which a response to the possible change is needed. After all impacted areas have reviewed, responded, and agree to the area change, the information will be delivered to the Oklahoma Office of Geographic Information with a request to modify the PSAP boundaries.

The Oklahoma Office of Geographic Information will make the necessary changes and if more details are needed then the impacted PSAPS will be notified by the 9-1-1 Coordinators office. The 9-1-1 Coordinators office will notify each of the PSAPS when the final changes have been made and maps will be provided to each PSAP.

If you have any questions you may reach out to the State 9-1-1 Coordinators Office, they can be reached by phone at 405-521-2481 or by email at [911@oem.ok.gov](mailto:911@oem.ok.gov).