

# BOUNDARY AND ANNEXATION SURVEY (BAS)

## COUNTIES AND EQUIVALENT AREAS

Boundaries as of —

<b>GENERAL INSTRUCTIONS</b>	<p><b>To report changes for your county, parish, borough or equivalent area, please complete this form.</b></p> <ul style="list-style-type: none"> <li>It is important that all questions on the form are answered completely.</li> <li>If there are no boundary changes to report, please review the form and return <u>only</u> the "NO CHANGE" postcard provided with your materials or respond electronically at <a href="http://www.census.gov/geo/www/bas/bashome.html">http://www.census.gov/geo/www/bas/bashome.html</a>.</li> <li>Please do not return all of the maps. Sign and return <u>only</u> the maps with changes.</li> <li>Return the completed form(s) and updated map(s) using the preaddressed envelope or return label.</li> <li>For further instructions on filling out this form, please refer to the BAS Respondent Guide.</li> </ul>
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County, parish, borough or equivalent area	Type	State
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BAS ID	STATE CODE	COUNTY CODE	
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**IMPORTANT – ANNOTATE EACH CHANGE ON THE MAP(S) WITH THE APPROPRIATE DOCUMENTATION ACCORDING TO THE INSTRUCTIONS PROVIDED IN THE BAS RESPONDENT GUIDE.** Please update the map(s) USING THE APPROPRIATE COLORED PENCILS.

**Question 1**    **LEGAL COUNTY BOUNDARY CHANGES DURING THIS PERIOD** →

- Please mark (X) the appropriate boxes.*
- 1a.** Have there been any legal boundary changes to this county, parish, borough or equivalent area during the time period shown above?
- Yes – Please record all legal changes (annexations, deannexations, and other actions) in the Documentation of Changes section of this form and update the map(s) USING THE ENCLOSED RED PENCIL. *Continue with question 1b.*
- No – *Continue with question 1b.*
- 
- 1b.** Are there any legal boundary changes to the county, parish, borough or equivalent area that occurred prior to the time period shown for question 1, but do not appear on the enclosed maps?
- Yes – Please update the map(s) with the RED PENCIL. *Continue with question 1c.*
- No – *Continue with question 1c.*
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- 1c.** Besides legal changes, are there any boundary corrections that need to be made to your boundary on the map(s)?
- Yes – Correct the map(s) USING THE RED PENCIL and the initials BC to indicate a boundary correction.
- Enter the total number of boundary corrections that were made to the county or equivalent area's boundary.* →  *Continue with question 1d.*
- No – *Continue with question 1d.*
- 
- 1d.** Is your county a consolidated BAS respondent? *If you are unfamiliar with this approach, please consult your BAS Respondent Guide.*
- Yes – *Continue with question 2.*
- No – Please encourage the MCD and/or incorporated place BAS respondents in your county, parish, borough or equivalent area to report their changes. *Continue with question 2d.*

**Question 2**    **OTHER CHANGES – Mark (X) applicable box(es).**

- 2a.** Have there been any legal boundary changes to the minor civil divisions or incorporated places (if any) within this county, parish, borough or equivalent area during the time period shown for question 1, above?
- Yes – Please update the map(s). *Continue with question 2b.*
- No – *Continue with question 2b.*
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- 2b.** Are there any legal boundary changes to the minor civil divisions or incorporated places (if any) that occurred prior to the time period shown for question 1, but do not appear on the enclosed maps?
- Yes – Please update the map(s) with the RED PENCIL. *Continue with question 2c.*
- No – *Continue with question 2c.*
- 
- 2c.** Are there any corrections that should be made to the boundaries shown on the map(s) of your minor civil divisions (MCDs) or incorporated places?
- Yes – Please update the map(s) with the RED PENCIL and the initials BC to indicate a boundary correction.
- Enter the total number of boundary corrections that were made to MCDs and incorporated places.* →  *Continue with question 2d.*
- No – *Continue with question 2d.*
- 
- 2d.** Do you wish to report any additions, deletions or other changes to the features (other than boundaries) shown on the map(s)?
- Yes – Please update the map(s) with the PURPLE PENCIL. *Continue with question 3.*       No – *Continue with question 3.*

**Question 3 CONTACT INFORMATION** – Please fill in your contact information in the space provided below.

<b>BAS Respondent</b>		<i>Mark (X) one government type for the BAS Respondent.</i>	
Mailing Address <i>(The BAS respondent is the person filling out this form.)</i>		<input type="checkbox"/> Local <input type="checkbox"/> County/equivalent <input type="checkbox"/> Regional	
Name		Address	
Position			
Department		City	
Telephone	(    )	Ext.	
		State	ZIP code
Fax	(    )	E-mail	
<i>Mark (X) this box if the BAS Respondent is the same as the BAS Mailing Contact.</i> <input type="checkbox"/>		<i>Mark (X) this box if the BAS Respondent is the same as the Highest Elected Official.</i> <input type="checkbox"/>	

**Question 4 CONTACT INFORMATION** – Please fill in or correct the contact information below.

<b>BAS Mailing Contact</b>		<i>Mark (X) one government type for the BAS Mailing Contact.</i>	
Mailing Address <i>(Provide address where BAS materials should be sent.)</i>		<input type="checkbox"/> Local <input type="checkbox"/> County/equivalent <input type="checkbox"/> Regional	
Name		Address	
Position			
Department		City	
Telephone	(    )	Ext.	
		State	ZIP code
Fax	(    )	E-mail	

<b>Highest Elected Official</b>			
Mailing Address <i>(for county, parish, borough or equivalent area)</i>			
Name		Address	
Position			
Department		City	
Telephone	(    )	Ext.	
		State	ZIP code
Fax	(    )	E-mail	

**RETURN FORMS TO:**

**U.S. Census Bureau  
National Processing Center  
ATTN: BAS RETURNS, BLDG 63A  
1201 East 10th Street  
Jeffersonville, IN 47132**

**REMINDER: Sign and date the signature box on all updated map sheets.**

*Thank you for your participation and timely response.*

**Questions?** Telephone: 1-800-972-5651    E-mail: [geo.bas@census.gov](mailto:geo.bas@census.gov)    Website: <http://www.census.gov/geo/www/bas/bashome.html>

SPECIAL INSTRUCTIONS (If any)

<b>CENSUS USE ONLY</b>					
Date processed		Clerk ID processed			
Date verified		Clerk ID verified			
Date form keyed		Date GPP updated			
S/S change <input type="checkbox"/>	S map <input type="checkbox"/>	Map change <input type="checkbox"/>			
S/S no change <input type="checkbox"/>	O map <input type="checkbox"/>	Map no change <input type="checkbox"/>			
PLAT/Description <input type="checkbox"/>	Map signed <input type="checkbox"/>	Letter <input type="checkbox"/>			

## GOVERNMENT NAMES AND STATUS DOCUMENTATION COUNTIES AND EQUIVALENT AREAS

County, parish, borough or equivalent area	Type	State
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<b>BAS ID</b>		<b>STATE CODE</b>		<b>COUNTY CODE</b>	
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SPECIAL INSTRUCTIONS (If any)

<p style="text-align: center;"><b>NAME OF INCORPORATED PLACE OR MINOR CIVIL DIVISION (MCD)</b></p> <p>If the name shown has <b>changed</b> —</p> <ul style="list-style-type: none"> <li>Draw a line through it,</li> <li>Print the correct name above it, and</li> <li>Enter the date the change was effective in column (9).</li> </ul> <p>If the name shown is <b>misspelled</b> —</p> <ul style="list-style-type: none"> <li>Correct the spelling only.</li> <li>Do not enter a date in column (9).</li> </ul> <p style="text-align: center;">(1)</p>	<p style="text-align: center;"><b>TYPE</b></p> <p>If the type shown is incorrect —</p> <ul style="list-style-type: none"> <li>Draw a line through it,</li> <li>Print the correct type above it, and</li> <li>Enter the date the change was effective in column (9).</li> </ul> <p style="text-align: center;">(2)</p>	<p><b>STATUS CHANGES</b> If changes in status have occurred — Please mark (X) in the appropriate column and enter the date the change was effective in (9).</p>						<p><b>EFFECTIVE DATE OF CHANGE</b> <i>Month, day, year</i></p> <p style="text-align: center;">(9)</p>
		New incorporated place or organized MCD	Disincorporated place or disorganized MCD	Incorporated place or MCD never existed	Active entity became inactive	Inactive entity became active	Other (merger, consolidation, etc.)	

**Refer to the BAS Respondent Guide for instructions on filling out this table.**

# GOVERNMENT NAMES AND STATUS DOCUMENTATION - *Continued*

## COUNTIES AND EQUIVALENT AREAS

County, parish, borough or equivalent area			Type		State				
BAS ID	STATE CODE	COUNTY CODE							
<p><b>NAME OF INCORPORATED PLACE OR MINOR CIVIL DIVISION</b></p> <p>If the name shown has <b>changed</b> —</p> <ul style="list-style-type: none"> <li>• Draw a line through it,</li> <li>• Print the correct name above it, and</li> <li>• Enter the date the change was effective in column (9).</li> </ul> <p>If the name shown is <b>misspelled</b> —</p> <ul style="list-style-type: none"> <li>• Correct the spelling only</li> <li>• Do not enter a date in column (9).</li> </ul>	<p><b>TYPE</b></p> <p>If the type shown is incorrect —</p> <ul style="list-style-type: none"> <li>• Please draw a line through it,</li> <li>• Print the correct type above it, and</li> <li>• Enter the date the change was effective in column (9).</li> </ul>	<p><b>STATUS CHANGES</b></p> <p>If changes in status have occurred — Please mark (X) in the appropriate column and enter the date the change was effective in (9).</p>					<p><b>EFFECTIVE DATE OF CHANGE</b></p> <p><i>Month, day, year</i></p>		
		(1)	(2)	New incorporated place or organized MCD (3)	Disincorporated place or disorganized MCD (4)	Incorporated place or MCD never existed (5)		Active entity became inactive (6)	Inactive entity became active (7)

*If additional space is needed, please use the BAS-2 "Government Names and Status Documentation" form found in the BAS Respondent Guide.*

## Documentation of Changes COUNTIES AND EQUIVALENT AREAS

County, parish, borough or equivalent area				Type		State	
<b>BAS ID</b>		<b>STATE CODE</b>		<b>COUNTY CODE</b>			

SPECIAL INSTRUCTIONS (If any)

  
  

*Please follow the instructions below and review the preprinted entries for correctness and completeness. Print in the spaces provided the information requested for all annexations, deannexations and other changes that have occurred during the previous year.*

**Instructions for Entering Data in Columns**

- (1) Change – Enter **A** for annexations, **D** for deannexations, **B** for boundary corrections, or **O** for other changes.
- (2) Authorization – Enter the authorization **type**. (**O**=Ordinance, **R**= Resolution, **L** = Local Law, **S** =State-level action, and **X** = Other)
- (3) Authorization – Enter the authorization **number** for the change you are reporting.
- (4) Date – Enter the *effective* date of the change. (**Month, day, year**)
- (5) Entity – Enter the name of the entity (i.e. name of MCD, place, or county) where the change occurred.
- (6) County/Equivalent – Enter the **name of the county or equivalent area** in which the change occurred.
- (7) Minor Civil Division (MCD) – Enter the **name of the minor civil division** (if any) in which the change occurred.
- (8) Area – Enter the **estimated size** (in tenths of acres) of the annexation, deannexation or other change.

Change Type A/D/B/O (1)	Authorization		Date Month/Day, Year (4)	Entity Name (5)	County/ Equivalent Name (6)	Minor Civil Division Name (if any) (7)	Area Acres (tenths) (8)
	Type O/R/L/S/X (2)	Authorization Number (3)					

## Documentation of Changes – *Continued*

### COUNTIES AND EQUIVALENT AREAS

County, parish, borough or equivalent area					Type	State	
BAS ID			STATE CODE		COUNTY CODE		
Change Type A/D/B/O  (1)	Authorization		Date Month/Day, Year  (4)	Entity Name  (5)	County/ Equivalent Name  (6)	Minor Civil Division Name (if any)  (7)	Area Acres (tenths)  (8)
	Type O/R/L/S/X  (2)	Authorization Number  (3)					

***If additional space is needed, please use the BAS-2 "Documentation of Changes" form found in the BAS Respondent Guide.***