

ANNEXATION APPLICATION SUBMITTAL CHECKLIST
OCMC 14.04 – City Boundary Changes and Extension of Services

Contents of Application. An applicant seeking to annex land to the city shall file with the city the appropriate application form approved by the Community Development Director.

The application shall include the following:

1. ____ A Completed [Land Use Application Form](#) with All Property Owner Signatures
2. ____ Written consent form to the annexation signed by the requisite number of affected property owners, electors or both, provided by ORS 222, if applicable;
3. ____ A legal description of the territory to be annexed, meeting the relevant requirements of the Metro Code and ORS Ch. 308. If such a description is not submitted, a boundary survey may be required. A lot and block description may be substituted for the metes and bounds description if the area is platted. If the legal description contains any deed or book and page references, legible copies of these shall be submitted with the legal description;
4. ____ A list of property owners within three hundred feet of the subject property and if applicable, those property owners that will be "islanded" by the annexation proposal, on mailing labels acceptable to the city manager (equal to 30 labels per 8.5-inch by 11-inch sheet);
5. ____ One full quarter-section county tax assessor's map, with the subject property(ies) outlined;
6. ____ A site plan, drawn to scale (not greater than one inch = fifty feet), indicating:
 - a. The location of existing structures (if any),
 - b. The location of streets, sewer, water, electric and other utilities, on or adjacent to the property to be annexed,
 - c. The location and direction of all water features on and abutting the subject property. Approximate location of areas subject to inundation, stormwater overflow or standing water. Base flood data showing elevations of all property subject to inundation in the event of one hundred year flood shall be shown,
 - d. Natural features, such as rock outcroppings, marshes or wetlands (as delineated by the Division of State Lands) wooded areas, isolated preservable trees (trees with trunks over six inches in diameter--as measured four feet above ground), and significant areas of vegetation,

- e. General land use plan indicating the types and intensities of the proposed, or potential development;
7. ____ If applicable, a double-majority worksheet, certification of ownership and voters. Certification of legal description and map, and boundary change data sheet on forms provided by the city.
8. ____ A narrative statement explaining the conditions surrounding the proposal and addressing the factors contained in the ordinance codified in this chapter, as relevant, including:
- a. ____ Statement of availability, capacity and status of existing water, sewer, drainage, transportation, park and school facilities,
 - b. ____ Statement of increased demand for such facilities to be generated by the proposed development, if any, at this time,
 - c. ____ Statement of additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand,
 - d. ____ Statement outlining method and source of financing required to provide additional facilities, if any,
 - e. ____ Statement of overall development concept and methods by which the physical and related social environment of the site, surrounding area and community will be enhanced,
 - f. ____ Statement of potential physical, aesthetic, and related social effects of the proposed, or potential development on the community as a whole and on the small subcommunity or neighborhood of which it will become a part; and proposed actions to mitigate such negative effects, if any,
 - g. ____ Statement indicating the type and nature of any comprehensive plan text or map amendments, or zoning text or map amendments that may be required to complete the proposed development;
9. ____ The application fee for annexations established by resolution of the city commission and any fees required by Metro. In addition to the application fees, the city manager shall require a deposit, which is adequate to cover any and all costs related to the election. Refer to the Planning Division [fee schedule](#) for details.
10. ____ [Neighborhood Association Meeting](#)
- A copy of the email or mail correspondence between the NA and the applicant;
 - A summary of issues discussed at the meeting;
 - If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, postcard or other correspondence used, and a summary of issues discussed.
11. ____ [Pre-Application Conference Summary](#)

12. ___ One (1) paper copy of all information, reports, and drawings (full-sized and 8.5" by 11") pertaining to the application.
13. ___ One electronic version of all application materials in .pdf format. (May be emailed or provided on a CD-ROM disk or thumb drive. To send large files (greater than 10 MB), please contact the Planning Division for instructions.
14. ___ Additional Information or Reports (If Required in Pre-Application Conference)
15. ___ A Current Preliminary Title Report or Trio for the Subject Property(ies)
16. ___ Mailing Labels for Owners within 300 Feet of the Subject Site or Fee for City-Provided Labels
The names and addresses of property owners within 300 feet of the site from a title company.
17. ___ Documentation indicating there are no liens favoring the City for the subject site
18. ___ A receipt from the County Assessor's Office indicating that all taxes for the parcels involved have been paid in full for the preceding year.
19. ___ Electronic Version of All Application Materials
20. ___ All Required Application Fees