



## ANNEXATION APPLICATION

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DO YOU OWN THE PROPERTY? YES \_\_\_ NO \_\_\_

NAME OF OWNER\*: (if different than applicant) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\* "Owner" means any person shown as the owner of land on the last available assessment roll; however, where such person no longer holds the title to the property, then the term means any person entitled to be shown as owner of the land on the next assessment roll; or, where land is subject to a written agreement of sale, the term means any person shown in the agreement as purchaser to the exclusion of the seller; and the term includes any public agency owning land.

Municipal Ordinance No. 102500 (attached) establishes policies and procedures for annexing land into the City of Banks. In order to be eligible for annexation, the proposed annexation area must be contiguous to the existing city limits and located within the Banks Urban Growth Boundary. You should also know that the City Charter requires a referendum to approve the annexation. A summary of the City's annexation process is attached.

In addition, City Resolution #2006-22 (attached) requires an application fee deposit for major and minor annexations. Major annexations, which are defined as annexations of two acres or larger in area, requires an advance deposit against anticipated staff cost of \$2,500 of which \$500 is non-refundable. Minor annexations, which are defined as annexations of land less than two acres in area, requires an advance deposit against anticipated staff cost of \$1,000 of which \$500 is non-refundable.

The annexation application will be processed in conformance with Ordinance No. 102500 and state statute provisions. You will need to submit the following items (12 copies of items 1-10.) as specified under Section 3.A. of Ordinance No. 102500:

1. Written consent to the annexation signed by the requisite number of affected property owners, electors, or both within the area to be annexed, as provided by state law;
2. Legal description of the property to be annexed and a boundary survey certified by a registered engineer or surveyor, including:
  - A. *“Certification of Legal Description and map”* form signed by Washington County Cartography staff (blank form attached);
  - B. *“Certification of Property Ownership of at least One-Half Land Area”* form signed by Washington County Cartography staff (blank form attached);
  - C. *“Certification of Registered Voters”* form signed by Washington County Elections Department staff (blank form attached);
3. Map of the area to be annexed including adjacent City territory;
4. General land use plan indicating types and intensities of proposed development, transportation corridors, watercourses, significant natural features, open space, and adjoining development;
5. A detailed statement of overall development concept and methods by which physical and related social environment of the site, surrounding area, and community will be enhanced;
6. A detailed statement of additional facilities required to meet any increased demand and a plan for the phasing in of any such facilities in accordance with the projected demand;
7. A detailed statement outlining method and source of financing required to provide the additional facilities;
8. A detailed statement of availability, capacity, and status of existing water, sewer, drainage, transportation, park and school facilities;

9. Comprehensive narrative of potential negative physical, aesthetic, and related social effects of the proposed development on the community as a whole and on the smaller sub-community or neighborhood that it will become a part of, and proposed actions to mitigate such effects;
10. Narrative demonstrating need for the urban development proposed for the annexation area; need should be demonstrated based upon a factual analysis of the following factors:
  - A. Availability within the current City limits of undeveloped land designated for proposed urban development;
  - B. Analysis of immediate, short-term (1 to 5 years) demand for proposed urban development; and
  - C. Probable phasing of proposed urban development consistent with projected demand for the period that the annexation area is expected to be developed;
11. List of property owners (printed on self-adhesive labels) within three hundred (300) feet of the exterior boundary of the annexation property; the list shall be based on the latest tax assessment records at the Washington County Department of Assessment and Taxation; and a legible scale drawing of the site.

FOR OFFICIAL USE ONLY	FILING FEE DEPOSIT _____
DATE RECEIVED _____	DATE APPROVED _____ REVIEWED BY _____

Date of Form: 3-22-13