

ANNEXATION APPLICATION CHECKLIST



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1. **Signed Land Use Application Form**
 2. **Narrative**

A complete and detailed narrative description of the proposed development and the existing site conditions, existing buildings, public facilities and services, presence of natural features, a discussion of the approval criteria for all permits required and how the criteria are or can be met, and any other information indicated by staff at the pre-application conference.
 3. **Code Criteria**

A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Chapter 30 and any other applicable section of the Banks Municipal Code.
 4. **Written Consent**

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.
 5. **Legal Description**

A metes and bounds legal description or acceptable alternative legal description of the territory to be annexed as certified by the Washington County Assessor's office.
 6. **Future Development Information**

General land use plan indicating types and intensities of proposed development, transportation corridors, watercourses, significant natural features, open space, freeways and adjoining development;

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;

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;

A detailed statement outlining method and source of financing required will be made available in a timely manner to the hearing body to show how the applicant plans to provide any required additional facilities;

A detailed statement of availability, capacity, and status of existing water, sewer, drainage, transportation, park and school facilities;

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 the effects; and

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:

- (1) Availability within the current city limits of undeveloped land designated for proposed urban development;
- (2) Analysis of immediate, short-term (1 to 5 years) demand for proposed urban development; and
- (3) Probable phasing of proposed urban development consistent with projected demand for the period that the annexation area is expected to be developed.

- 7. ___ **Quarter Maps**
The County Assessor's quarter section map(s) showing the proposed annexed area and adjacent city territory.

- 8. ___ **A Current Preliminary Title Report for the Subject Property**

- 9. ___ **Mailing Labels for Owners within 300 Feet for the Subject Site**
The names and addresses of property owners within 300 feet of the subject site indicated on the most recent property tax rolls. This information can be provided by a title company.

- 10. ___ **Copies**
Two (2) copies of all information, reports and drawings (full sized and 8.5" by 11") pertaining to this application.

- 11. ___ **Electronic Version of All Application Materials**

- 12. ___ **All Required Application Fees**