

# **Clackamas County Service District No.1 Annexation Packet**

Contact: Rob Hungerford  
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Water Environment Services  
150 Beavercreek Road  
Oregon City, OR 97045

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Dept. Ph# 503-742-4567

Revised September 2009

ANNEXATION FEES

The elections office will require two checks with boundary change applications: one to Clackamas County for the application fee, and the second to Metro for the "mapping fee". The former will be deposited by the County, and the latter sent along to the Boundary Commission's agent with the application materials.

ANNEXATION OR WITHDRAWAL FROM THE SEWER DISTRICT INSIDE THE REGIONAL URBAN GROWTH BOUNDARY:

(Check payable to Clackamas County)

- 1. Consisting of 1 acre or less.....\$225
- 2. Consisting or more than 1 acre, but less than 2 acres.....\$395
- 3. Consisting of at least 2 acres, but less than 5 acres..... \$605
- 4. Consisting of at least 5 acres, but less than 10 acres..... \$895
- 5. Consisting of at least 10 acres, but less than 20 acres..... \$1160
- 6. Consisting of at least 20 acres, but less than 40 acres..... \$1535
- 7. Consisting of 40 acres or more.....\$1835

MAPPING FEE

(An additional mapping fee will be charged for all applications according to the schedule below, check payable Metro 3/15/2000).

- 1. Single tax lot of less than 1 acre.....\$150
- 2. 1 – 5 acres.....\$250
- 3. 5 – 40 acres.....\$300
- 4. Greater than 40 acres.....\$400

## **Annexation Instruction Information**

Water Environment Services  
A Department of Clackamas County  
(On Behalf of Clackamas County Service District No. 1)  
150 Beavercreek Road  
Oregon City, Oregon 97045  
PHONE: 503-742-4567  
FAX: 503-742-4565

The Annexation Packet needs to be filled out in order to process the annexation request.

### **You need to fill out the following forms:**

- (1) PETITION OF OWNERS OF MAJORITY OF LAND AND PETITION OF A MAJORITY OF REGISTERED VOTERS FOR A DISTRICT ANNEXATION (Please include Exhibit A with legal description and Exhibit B with map of proposed area if possible)
- (2) PETITION for ANNEXATION of TERRITORY to CLACKAMAS COUNTY SERVICE DISTRICT NO. 1
- (5) NOTICE LIST – Property Owners
- (7) BOUNDARY CHANGE DATA SHEET
- (8) MAILING LABELS
- (9) Attachments, surveys, deeds, records, plats (if necessary)
- (10) Tax lot Map with boundary change highlighted

After you complete the above forms submit the uncompleted packet and the required checks (1 to Clackamas County for the application fee and 1 to Metro for the mapping fee) to Water Environment Services (WES). WES will complete forms listed below.

### **The District will complete the following form:**

- (3) CERTIFICATION OF PROPERTY OWNERSHIP OF AT LEAST ONE-HALF LAND AREA (District Double Majority Method)
- (3) CERTIFICATION OF LEGAL DESCRIPTION AND MAP
- (4) CERTIFICATION OF REGISTERED VOTERS (District Double Majority Method)
- (6) DOUBLE MAJORITY WORKSHEET
- (11) ENDORSEMENT OF ANNEXATION OF TERRITORY TO CLACKAMAS COUNTY SERVICE DISTRICT No. 1
- AFFIDAVIT OF POSTING

Once all the forms are completed, the packet is taken to Clackamas County Election Division, along with the two checks. The Election Division takes the packet and forwards the County check to County Finance, and submits the completed annexation packet along with the check made out to Metro to the Metro Boundary Commission's agent.

## Annexation Checklist for WES

Contact Name/Ph#: \_\_\_\_\_

Address: \_\_\_\_\_

Taxlot#: \_\_\_\_\_

	<i>Date / Initials</i>
<input type="checkbox"/> 1) <i>Petition of Owners Majority of Land, with Legal Description Attached &amp; Area Map</i>	_____
<input type="checkbox"/> 2) <i>Petition - Signature Form</i>	_____
<input type="checkbox"/> 3) <i>Certification of Property Ownership &amp; Certification of Legal Description</i>	_____
<input type="checkbox"/> 4) <i>Certification of Registered Voters</i>	_____
<input type="checkbox"/> 5) <i>Notice List (Property Owners Info)</i>	_____
<input type="checkbox"/> 6) <i>Double Majority Worksheet</i>	_____
<input type="checkbox"/> 7) <i>Boundary Change Data Sheet</i>	_____
<input type="checkbox"/> 8) <i>Mailing Labels (Owner)</i>	_____
<input type="checkbox"/> 9) <i>Attachments, surveys, deeds, records, plats</i>	_____
<input type="checkbox"/> 10) <i>Taxlot Map with boundary change highlighted.</i>	_____
<input type="checkbox"/> 11) <i>WES Director's recommendation to annex</i>	_____
<input type="checkbox"/> A) <i>Compliance Review (Submit to County Clerk w/ Fees)</i>	_____

**PETITION OF OWNERS OF MAJORITY OF LAND  
AND PETITION OF A MAJORITY OF REGISTERED VOTERS  
FOR A DISTRICT ANNEXATION**

PETITION FOR ANNEXATION TO THE: Clackamas County Service District No. 1, a district organized under ORS 451. This petition is filed pursuant to ORS 198.705 to 198.955.

TO: The Board of Commissioners of Clackamas County.

We, the undersigned property owners of and/or registered voters in the area described below, hereby petition for, and give our consent to, annexation of the area to the Clackamas County Service District No 1.

The area to be annexed is [inhabited, uninhabited].

Other affected districts (if any), and the principal Act of each are: \_\_\_\_\_

The affected county is: Clackamas County

The proposed annexation is subject to the following terms and conditions (if any):

\_\_\_\_\_

We request that the Board of Commissioners, the governing body of Clackamas County Service District No. 1, undertake annexations proceedings pursuant to ORS 198.850 to 198.869.

The Chief Petitioner[s] is [are]: \_\_\_\_\_

The property to be annexed is described as follows:

See Exhibit A for legal description  
See Exhibit B for map

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**CERTIFICATION OF PROPERTY OWNERSHIP OF**

**AT LEAST ONE-HALF LAND AREA**

(District Double Majority Method)

I hereby certify that the attached petition for a proposed boundary change involving the territory described in the petition contains the names of the owners\* of at least one-half of the land area within the annexation area described in the petition, as shown on the last available complete assessment roll.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COUNTY OF CLACKAMAS

DATE \_\_\_\_\_

“Landowner” or “owner of land” 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 terms mean any person entitled to be shown as owner of land on the next assessment roll; or, where land is subject to a written agreement of sale, the terms mean any person shown in the agreement as purchaser to the exclusion of the seller; and the terms include any public agency owning land.

**CERTIFICATION OF LEGAL DESCRIPTION AND MAP**

I hereby certify that the description of the property included within the attached petition (located on Assessor's Map \_\_\_\_\_) has been checked by me and it is a true and exact description of the property under consideration, and the description corresponds to the attached map indicating the property under consideration.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COUNTY OF CLACKAMAS

DATE \_\_\_\_\_

**CERTIFICATION OF REGISTERED VOTERS**  
(District Double Majority Method)

I hereby certify that the attached petition for annexation of territory described herein to the  
Clackamas County Service District No. 1 contains the names of at least a majority of  
the electors registered in the territory to be annexed.

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

COUNTY OF CLACKAMAS

DATE \_\_\_\_\_

**AFFECTED PROPERTY OWNERS**  
*(This form is NOT the petition)*

***LIST ALL OWNERS OF PROPERTY INCLUDED IN BOUNDARY OF THE AREA  
PROPOSED TO BE ANNEXED.***

(Only those owners within the area of annexation)

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NAME OF OWNER

ADDRESS

PROPERTY DESIGNATION  
(Indicate tax lot, section number  
township and range)

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

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(5) \_\_\_\_\_

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(6) \_\_\_\_\_

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(7) \_\_\_\_\_

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(8) \_\_\_\_\_

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(9) \_\_\_\_\_

\_\_\_\_\_

(10) \_\_\_\_\_

\_\_\_\_\_

(11) \_\_\_\_\_

\_\_\_\_\_

(12). \_\_\_\_\_

\_\_\_\_\_

(13). \_\_\_\_\_

\_\_\_\_\_

**AFFECTED REGISTERED VOTERS**  
*(This form is NOT the petition)*

***PROVIDE THE NAMES AND ADDRESSES OF ALL REGISTERED VOTERS  
INCLUDED IN BOUNDARY CHANGE PROPOSAL AREA.***

(Only those voters within the area of annexation)

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NAME OF VOTER	ADDRESS	PROPERTY DESIGNATION (Indicate tax lot, section number township and range)
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(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_

(5) \_\_\_\_\_

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(6) \_\_\_\_\_

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(9) \_\_\_\_\_

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(10) \_\_\_\_\_

\_\_\_\_\_

(11) \_\_\_\_\_

\_\_\_\_\_

(12). \_\_\_\_\_

\_\_\_\_\_

(13). \_\_\_\_\_

**NOTICE LIST FOR SURROUNDING PROPERTY OWNERS**

*(This form is NOT the petition)*

*LIST ALL OWNERS OF PROPERTY WITHIN 100 FEET OF THE OUTSIDE BOUNDARY OF THE AREA TO BE ANNEXED IF THE TERRITORY TO BE ANNEXED IS INSIDE AN URBAN GROWTH BOUNDARY. IF THE TERRITORY TO BE ANNEXED IS OUTSIDE AN URBAN GROWTH BOUNDARY, THE DISTANCE IS 250 FEET IF IT'S NOT WITHIN A FARM OR FOREST ZONE OR 500 FEET IF IT'S WITHIN A FARM OR FOREST ZONE.*

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NAME OF OWNER

ADDRESS

PROPERTY DESIGNATION  
(Indicate tax lot, section number  
township and range)

(1) \_\_\_\_\_

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

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(5) \_\_\_\_\_

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(6) \_\_\_\_\_

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(7) \_\_\_\_\_

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(8)

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(9)

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(10)

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(11)

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(12).

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(13).

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## DOUBLE MAJORITY WORKSHEET (continued)

Please list all registered voters included in the proposal. (If needed, use separate sheet for additional listings.)

### REGISTERED VOTERS

Name of Registered Voter	Address of Registered Voter	Signed Petition (Y/N)
<b>TOTAL</b>		

### SUMMARY

Total number registered voters in the proposal.... \_\_\_\_\_

Number of registered voters who signed..... \_\_\_\_\_

Percentage of registered voters who signed..... \_\_\_\_\_

Total Acreage in proposal..... \_\_\_\_\_

Acreage signed for..... \_\_\_\_\_

Percentage of acreage signed for ..... \_\_\_\_\_

BOUNDARY CHANGE DATA SHEET

I. EXISTING CONDITIONS IN AREA TO BE ANNEXED OR WITHDRAWN

A. General location \_\_\_\_\_

B. Land Area: Acres \_\_\_\_ or Square Miles \_\_\_\_\_

C. General Description of Territory. (Include topographic features such as slopes, vegetation, drainage basins, floodplain areas, which are pertinent to this proposal.)

\_\_\_\_\_  
\_\_\_\_\_

D. Describe land uses on surrounding parcels. Use tax lots as reference points.

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

E. Existing Land Use:

Number of single family units: \_\_\_\_\_ Number of multi-family units: \_\_\_\_\_

Number commercial structures: \_\_\_\_\_ Number industrial structures: \_\_\_\_\_

Public facilities or other uses: \_\_\_\_\_

What is the current use of the land proposed to be annexed:

\_\_\_\_\_

F. Current year total Assessed Value: \$ \_\_\_\_\_

G. Total existing population: \_\_\_\_\_

II. REASON FOR BOUNDARY CHANGE

A. The County Board is required to utilize the criteria spelled out in ORS 199.462 to determine if the area can be benefited by annexation to the District. That statute says the County " . . . shall consider local comprehensive planning for the area, economic, demographic, and sociological projections pertinent to the proposal, and past and prospective physical developments of land that would directly or indirectly be affected by the proposed boundary change . . . " The Metro Code spells out additional criteria for consideration (Metro Code 3.09.050):

1. Consistency with directly applicable provisions in an urban service provider agreement or annexation plan adopted pursuant to ORS 195.065. [Urban service provider agreements are agreements between various service providers about who will provide which services where. Annexation plans are timelines for annexation, which can only be done after all required 195 agreements are in place and which must have been voted on by the City residents and the residents of the area to be annexed.]
2. Consistency with directly applicable provisions of urban planning or other agreements, other than agreements adopted pursuant to ORS 195.065, between the affected entity and a necessary party.
3. Consistency with specific directly applicable standards or criteria for boundary changes contained in comprehensive land use plans and public facility plans.
4. Consistency with specific directly applicable standards for boundary changes contained in the Regional Framework Plan or any functional plan.
5. Whether the proposed boundary change will promote or not interfere with the timely, orderly and economic provision of public facilities and services.
6. The territory lies within the Urban Growth Boundary.
7. Consistency with other applicable criteria for the boundary change in question under state and local law.

You may wish to provide additional information on all or any of these considerations. Use additional pages if necessary.

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III. LAND USE AND PLANNING

A. If the property to be served is entirely or substantially undeveloped, what are the plans for future development? Be specific. Describe type (residential, industrial, commercial, etc.), density, etc.

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B. Is the subject territory inside or outside the Metro Regional Urban Growth Boundary? \_\_\_\_\_

C. Do agreements pursuant to ORS 195.065 exist for this area and if so how does this proposal measure up to those agreements?

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D. What is the applicable County Planning Designation? \_\_\_\_\_ Or City Planning Designation? \_\_\_\_\_  
Does the proposed development comply with applicable regional, county or city comprehensive plans? Please describe.

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E. What is the zoning on the territory to be served?

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F. Can the proposed development be accomplished under current county zoning?

Yes       No

If No, ---has a zone change been sought from the county either formally or informally.

Yes       No

G. Please describe outcome of zone change request if answer to previous question was Yes.

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H. Is the proposed development compatible with the city's comprehensive land use plan for the area?

Yes       No       City has no Plan for the area

Has the proposed development been discussed either formally or informally with any of the following? (Please indicate)

- City Planning Commission       City Planning Staff  
 City Council                               City Manager

Please describe the reaction to the proposed development from the persons or agencies indicated above.

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- I. Please indicate all permits and/or approvals from a City, County, or Regional Government that will be needed for the proposed development. If already granted, please indicate date of approval and identifying number:

APPROVAL	PROJECT FILE#	DATE OF APPROVAL	FUTURE REQUIREMENT
Metro UGB Amendment			
City or County Plan Amendment			
Pre-Application Hearing (City or County)			
Preliminary Subdivision Approval			
Final Plat Approval			
Land Partition			
Conditional Use			
Variance			
Sub-Surface Sewage Disposal			
Building Permit			

Please submit copies of proceedings relating to any of the above permits or approvals which are pertinent to the annexation.

- J. If a city and/or county-sanctioned citizens' group exists in the area of the annexation, please list its name and the name and address of the contact person.

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IV. SERVICES AND UTILITIES

A. Please indicate the following:

1. Location and size of nearest water line which can serve the subject area.

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2. Location and size of nearest sewer line which can serve the subject area.

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3. Proximity of other facilities (storm drains, fire engine companies, etc.) which can serve the subject area.

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4. The time at which services can be reasonably provided by the district.

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5. The estimated cost of extending such facilities and/or services and what is to be the method of financing? (Attach any supporting documents.)

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6. Availability of the desired service from any other unit of local government. (Please indicate the government.)

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7. What other assurances exist that demonstrate that urban services are now or can be made available?

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B. If the territory described in the proposal is presently included within the boundaries of or being served extraterritorially or contractually by any of the following types of governmental units, please so indicate by stating the name or names of the governmental units involved:

City \_\_\_\_\_ Rural Fire Dist. \_\_\_\_\_

County Service Dist. \_\_\_\_\_ Sanitary District \_\_\_\_\_

Hwy Lighting Dist. \_\_\_\_\_ Water District \_\_\_\_\_

Grade School Dist. \_\_\_\_\_ Drainage District \_\_\_\_\_

High School Dist. \_\_\_\_\_ Diking District \_\_\_\_\_

Library Dist. \_\_\_\_\_ Park & Rec District \_\_\_\_\_

Special Road Dist. \_\_\_\_\_ Other Dist. Supplying Water  
Service \_\_\_\_\_

C. If any of the above units are presently servicing the territory (for instance, are residences in the territory hooked up to a public sewer or water system), please so describe.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

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

\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ (work)

\_\_\_\_\_ (Res.)

REPRESENTING: \_\_\_\_\_

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