Tri City Service District Annexation Packet

October 2009

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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 Metro's Boundary Commission consultant 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 the Tri-City Service District)
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.

<u>You need to fill out the following forms:</u>

- ❑ (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 TRI-CITY SERVICE DISTRICT
- ❑ (5) NOTICE LIST – Property Owners
- ❑ (7) BOUNDARY CHANGE DATA SHEET
- ❑ (8) MAILING LABELS
- ❑ (9) Attachments, surveys, deeds, records, plats (if necessary)
- ❑ (10) Taxlot 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.

<u>The District will complete the following form:</u>

- ❑ (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 TRI-CITY SERVICE DISTRICT
- ❑ 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 Metro check to Metro's Boundary Commission agent.

Annexation Checklist for WES

Contact Name/Ph#: _____

Address: _____

Taxlot#: _____

		Date / Initials
☐	***1)*** *Petition of Owners Majority of Land, with Legal Description Attached & Area Map*	
☐	***2)*** *Petition - Signature Form*	
☐	***3)*** *Certification of Property Ownership & Certification of Legal Description*	
☐	***4)*** *Certification of Registered Voters*	
☐	***5)*** *Notice List (Property Owners Info)*	
☐	***6)*** *Double Majority Worksheet*	
☐	***7)*** *Boundary Change Data Sheet*	
☐	***8)*** *Mailing Labels (Owner)*	
☐	***9)*** *Attachments, surveys, deeds, records, plats*	
☐	***10)*** *Taxlot Map with boundary change highlighted.*	
☐	***11)*** *WES Director's recommendation to annex*	

☐	***A)*** *Compliance Review (Submit to County Clerk w/ Fees)*	
☐	***B)*** *Public Hearing Date*	
☐	***C)*** *Public Hearing Notice*	
☐	***D)*** *Staff Report*	
☐	***E)*** *Public Hearing*	
☐	***E)*** *Board Approval / Denial*	

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

PETITION FOR ANNEXATION TO THE: Tri City Service District, 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 Tri City Service District, 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

PETITION SIGNERS

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 Tri City Service District.

Note: This petition may be signed by qualified persons even though they may not know their property description or precinct number.

Signature	Printed Name	I am a:			Address	Property Description Or Parcel ID	Precinct Number	Date
		PO	RV	OV				

I, _____, certify that every person who signed this petition did so in my presence.

PO = Property Owner
RV = Registered Voter
OV = Owner and Registered Voter

Revised Jan 2007

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

_____Tri-City Service District_ 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)

NAME OF OWNER	ADDRESS	PROPERTY DESIGNATION (Indicate tax lot, section number township and range)
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

(8) _____

_____

(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)

NAME OF VOTER	ADDRESS	PROPERTY DESIGNATION (Indicate tax lot, section number township and range)
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

(8) _____

_____

(9) _____

_____

(10) _____

_____

(11) _____

_____

(12)._____

_____

(13)._____

NOTICE LIST FOR SURROUNDING PROPERTY OWNERS

(This form sn 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.

NAME OF OWNER	ADDRESS	PROPERTY DESIGNATION (Indicate tax lot, section number township and range)
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		

(8) _____

(9) _____

(10) _____

(11) _____

(12)._____

(13)._____

DOUBLE MAJORITY WORKSHEET

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

PROPERTY OWNERS

Property Designation (Tax lot #s)	Name	Acres	Assessed Value	Signed Petition (Y/N)
	TOTAL			

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 Registere Voter	Signed Petition (Y/N)
	TOTAL	

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 that 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 consideration. Use additional pages if necessary.

_____

_____.

_____

_____

_____

_____

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.

_____

_____

_____

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?

_____

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.

_____

_____

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

_____

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.

_____

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.

_____

_____

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.

_____

_____

IV. SERVICES AND UTILITIES

A. Please indicate the following:

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

_____

_____

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

_____

_____

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

_____

_____

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

_____

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

_____

_____

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

_____

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

_____

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: _____