

ANNEXATION INFORMATION AND FORMS PACKET: CITY OF DRAIN URBAN GROWTH AREA

This packet contains the application forms you need to request annexation of your property into the City of Drain. A list of the materials and information that you will need to submit along with your application is attached. To avoid delay in processing your request, please read the attached list carefully and include all required information in your annexation application packet.

Annexation is required before properties that are contiguous to the City limits can attach to City services (water, storm water or sewer). To approve an annexation, the City of Drain must find that the property is within the urban growth boundary, that city services can be provided to the property, and that the annexation request is consistent with the City's Comprehensive Plan.

The applicant (the property owner or the property owner's representative) is responsible for preparing all the information required as part of the annexation packet. Applicants may choose to work with a private planning consultant to prepare the annexation application materials.

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Drain Expedited and Public Hearing Procedures

Most annexations can be processed using the expedited annexation process. **This process is intended to be used for processing routine, non-controversial annexations and takes approximately 25 days after a completed annexation application packet is accepted by the City of Drain.**

The **Expedited Procedure** includes:

- Consent to Annexation from 100% of all owners and at least 50% of electors.
- Public Notice to all property owners within 300' and affected government agencies/special districts. Notice includes deadline for submittal of written comments or written request for annexation to be processed as a Standard Procedure annexation with a public hearing.
- City Council approval or denial, through adoption of an ordinance.
- Notice of annexation decision mailed to applicant, special districts, and Secretary of State following submittal of Zone Change application by owner/applicant.

Note: The expedited procedure allows the opportunity for a public hearing to be requested. If a public hearing is requested, the annexation application will automatically be filed for a City Council public hearing.

The **Standard Procedure** includes:

- Consent to Annexation from at least 50% of owners and at least 50% of electors.
 - Notice of Public Hearing sent to all property owners within 300', affected agencies/special districts and owners/electors within annexation area at least 20 days before date of hearing.
 - Publication of Notice of Public Hearing once each week for two successive weeks prior to date of hearing in local paper.
 - Public Hearing before City Council.
 - City Council approval or denial, through adoption of an ordinance.
 - Notice of annexation decision mailed to applicant, special districts, and Secretary of State following submittal of Zone Change application by owner/applicant.
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Steps to Annexation

- Step 1** Prepare annexation application materials as outlined on the attached Annexation Application Checklist.
- Step 2** **Turn in three copies** of all required materials and the City fee as described on the Annexation Application Checklist to City Hall, located at 431 Payton Avenue, Drain, between the hours of 8:00 a.m. and 5 p.m.
- Step 3** The City of Drain Review Process begins. Notice will be sent to adjoining property owners and affected agencies of either the expedited annexation request or of the public hearing date. A deadline for written comments and/or request for public hearing will be included with the notice.
- Step 4** City staff will review the annexation proposal for consistency with city policies. For expedited annexations, staff will complete a staff report reviewing the proposal and, provided no request for public hearing is made, will request the City Council move to adopt or deny the annexation (skip to Step 6). For public hearing annexations, staff will complete a staff report which will be made available to the applicant and interested parties one week before the public hearing.
- Step 5** A Public Hearing will be held for the annexation, if applicable.
- Step 6** The City Council will hold first and second reading of the annexation ordinance. Following second reading, the Council will vote on the ordinance.
- Step 7** The City of Drain will notify the Secretary of State and other applicable parties of the formal annexation provided that the owners of newly annexed properties have applied for a **Zone Change application** to the City of Drain. Once the Secretary of State has been notified, the property is formally annexed.

Annexation Application Submission Requirements

- _____ Submit three copies of all materials as required below.
- _____ City filing fee (\$800 for expedited, \$1200 for Standard). Checks should be made out to the City of Drain.
- _____ Vicinity map that identifies the proposed area of the annexation and the existing city limits.
- _____ A legal boundary description of the area proposed to be annexed including adjacent right of way. Legal metes and bounds shall be prepared by a registered land surveyor.
- _____ If the expedited process is being used, submit a Consent to Annexation form with notarized signatures of all property owners and at least 50 percent of electors within the proposed annexation area. **Please include the original and two copies.**
- _____ If the standard process is being used, submit a Consent to Annexation form with notarized signatures of a minimum of 50 percent of the property owners and 50 percent of electors within the proposed annexation area. **Please include the original and two copies.**
- _____ Tax Maps of the proposed annexation area. These maps shall identify the parcels for which consent to annexation has been acquired and adjacent right of way to be annexed.
- _____ Map and tax lot numbers for all parcels within the proposed annexation area. The total acreage of both public and private land included in the proposed annexation.
- _____ Addresses of all dwelling units and/or businesses within the proposed annexation area.
- _____ Names and ages of all residents and list from Douglas County of certified electors among residents.
- _____ A narrative statement indicating compliance with all of the annexation criteria found in Section 130, "Criteria, Standards and Conditions of Approval."
- _____ A Zone Change application must be submitted to the City prior to the final filing of the annexation with the Secretary of State.

Criteria, Standards and Conditions of Approval

The City shall approve or deny an application for an annexation into City limits based on the standards and criteria below:

1. The property is within the City's Urban Growth Boundary.
 2. The property is contiguous to current City limits.
 3. Unless the proposed annexation area is surrounded by the City, the majority of property owners and electors within the proposed annexation area have consented in writing to the annexation for a Standard procedure with a public hearing; or all property owners and at least 50 percent of electors within the annexation area have consented in writing to the annexation for an Expedited Procedure without a public hearing as per ORS 222.125 or ORS 222.170.
 4. Adequate services and infrastructure exist or can be provided at the proposed annexation site as per the applicable Comprehensive Plan designation. These services and infrastructure include: provision of water, sewage services, storm drainage, and streets.
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Petition
Annexation to the City of Drain

TO: City of Drain City Council

We, the undersigned, constitute at least 50 percent of the registered voters residing in AND the owners of at least 50 percent of the land area of the following described property (use separate forms for each consenting owner/elector):

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____
Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____
Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____
Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

****See attached legal description(s). (Exhibit A)**

We desire to be annexed to the City of Drain. A map is attached, marked "Exhibit B", showing the affected territory and its relationship to the present city.

This annexation constitutes a minor boundary change under ORS 222 and should therefore be considered by the City Council, and after study, a final order should be entered by the City Council.

Note: With signature(s) on this petition, I am verifying that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency.

Name (print): _____

Address: _____

City State Zip

Phone: _____

Signature: _____

Notarized by:

State of OREGON
County of _____

Signed or attested before me on _____ 20____ by _____

Notary public – State of Oregon

Property Owners Request For Expedited Procedure

I (We), the undersigned property owner(s), request this annexation proposal be approved without the study, public hearing, or adoption of a final order required by ORS 222.125. This request is made pursuant to the provisions of ORS 222.170.

I (We) understand that a study, public hearing, and adoption of a final order may be required if requested by any person or governing body receiving a copy of the Drain analysis and recommendation as required by ORS 222.

This request is made in addition to and supplements all other requirements for filing an annexation petition.

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

Tax Lot _____, Township _____ S, Range _____ W, Section _____, Map _____

Example: Map number 17042130, Tax lot number 3000

Tax Lot 3000, Township 17 S, Range 04 W, Section 21, Map30

Signature of Property Owner(s) and Address

Signature Address

Signature Address

Signature Address

Signature Address

Signature Address

Date: _____

**ALL OWNERS OF PROPERTY AND/OR ELECTORS INCLUDED IN THE
BOUNDARY CHANGE PROPOSAL AREA**

(This form is NOT the petition)

(Please include the name and address of ALL owners/electors regardless of whether they signed an annexation petition or not. This is for notification purposes.)

Name of Owner/Elector	Address	Property Designation (INDICATE TAX LOT, SECTION AND RANGE)
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		