

# Annexation Application

Tri-City Service District (TCSD)

*Updated: September 2022*



## APPLICATION SUBMITTAL INSTRUCTIONS:

A petitioner must complete the following Annexation Packet for annexing property into either Clackamas County Service District No. 1 (CCSD1) or Tri-City Service District (TCSD). Annexations will occur by an Order of the Board of County Commissioners, the governing body of Clackamas County Service District No. 1 and Tri-City Service District, pursuant to ORS 198.705 to 198.955.

### **STEP 1: Determine scope of the annexation**

Contact WES Development Review staff to confirm the boundaries of the annexation area:

- Email: WES-Planning@clackamas.us
- Phone: 503-742-4567

Any annexation proposal boundary must include both the subject property and any adjacent right-of-way.

Unincorporated properties generally must first annex into an adjacent city limits before submitting a CCSD1 or TCSD annexation request. Municipal annexations are a completely separate process from the CCSD1 and TCSD annexation process and must be completed independently with the applicable municipal planning authority.

### **STEP 2: Complete the annexation application**

The applicant or applicant's representative must complete the following sections of the application and provide all supporting documentation and fees, as listed below. WES staff will complete the Certification of Land Owners and the Certification of Legal Description and Map.

- SECTION 1: APPLICANT INFO**
- SECTION 2: PETITION OF LAND OWNERS** (choose one)
  - By Consent of 100% of Land Owners
  - By Double Majority of Landowners and Electors (if at least 50% of the land owners and at least 50% of the electors consent to the annexation)
- SECTION 3: PETITION SIGNATURES PAGE**
  - A valid signature is needed from all legal owners of property included within the annexation area.
- SECTION 4: LIST OF LAND OWNERS**
- SECTION 5: NOTICE LIST**
- SECTION 6: BOUNDARY CHANGE DATA SHEET**
- SECTION 7: SUPPORTING DOCUMENTATION**
  - EXHIBIT 'B' – Legal Description (see mapping requirements below)
  - EXHIBIT 'C' – Annexation Area Maps (see mapping requirements below)
  - Copies of all recorded documents referenced in the legal description

- Statement of Authority: All signators shall provide a Statement of Authority that demonstrates the person's ownership of the property or ability to sign on behalf of the property owner or entity.
- Addressed mailing labels for surround properties; printed on sticky back mailing labels. County GIS Office can create/print labels for a fee.
- Tax Assessor Maps: provide two full size copies (approximately 24"x36")
- **APPLICATION FEES** – see fee schedule below.
  - Check #1: Make payable to "Clackamas County"
  - Check #2: Make payable to "Metro"

## Mapping Requirements

Pursuant to ORS 308.225, the Oregon Department of Revenue (DOR) must review and approve the legal description and map (Exhibits B and C) submitted as part of the application packet. Visit the Oregon Department of Revenue website for more information (<https://www.oregon.gov>).

Be advised, the Oregon Department of Revenue is very meticulous in their map review. Incomplete or illegible maps will be returned to the applicant for corrections and may result in delays in boundary change approval by the County, State and/or Metro. Exhibits B and C must include the following:

- EXHIBIT 'B' – LEGAL DESCRIPTION
  - Metes and bounds description, or
  - PLSS description (township/range/section), or
  - Subdivision lot and block, or partition plat parcel description
- EXHIBIT 'C' – ANNEXATION MAP
  - Outline the boundary change area (subject property plus adjacent right-of-way) and highlight with yellow fill. Do not use crosshatching or obscure any labels.
  - All labels must be legible with no spelling errors.
  - Identify and label the Point of Beginning
  - Exactly match the bearings and distances used in the legal description
  - Show any Donation Land Claims (DLC) or PLSS corners used in the legal description
  - Identify streets, creeks, railroads used in the legal description
  - Show adjacent properties described in the legal description, including plats, documents, etc.

## STEP 3: Submit application to WES

Print a single-sided, color copy of the entire application. Submit the complete application, along with payment of the application fees, to WES at the address below:

Clackamas Water Environment Services  
Attn: Development Review  
150 Beaver Creek Road, #430  
Oregon City, Or 97045

**FEE SCHEDULE**

Two checks must be included with the annexation packet. WES collects the checks on behalf of Clackamas County and Metro. The amount due is based on the size of the property, per the schedules below:

Annexation Fee: payable to Clackamas County

- CONSISTING OF 1 ACRE OR LESS ..... \$225
- CONSISTING OR MORE THAN 1 ACRE, BUT LESS THAN 2 ACRES ..... \$395
- CONSISTING OF AT LEAST 2 ACRES, BUT LESS THAN 5 ACRES ..... \$605
- CONSISTING OF AT LEAST 5 ACRES, BUT LESS THAN 10 ACRES ..... \$895
- CONSISTING OF AT LEAST 10 ACRES, BUT LESS THAN 20 ACRES ..... \$1160
- CONSISTING OF AT LEAST 20 ACRES, BUT LESS THAN 40 ACRES ..... \$1535
- CONSISTING OF 40 ACRES OR MORE ..... \$1835

Mapping Fee: payable to Metro

- SINGLE TAX LOT OF LESS THAN 1 ACRE ..... \$150
- 1 – 5 ACRES ..... \$250
- 5 – 40 ACRES ..... \$300
- GREATER THAN 40 ACRES ..... \$400

Upon receipt of a complete annexation application, the WES Director will endorse the application and staff will deliver the application and checks to the Clackamas County Election’s Office. The application will be presented to the Clackamas Board of County Commissioners at a public hearing. Upon approval by the Commissioners, the application will be routed to the Oregon Department of Revenue, Metro, and Oregon Secretary of State’s Office for further processing. It is the applicant’s responsibility to correct any incomplete applications, as determined by WES or other reviewing agencies.

<b>PROPERTY OWNER:</b>			
Name			
Mailing address			
City		State	
Phone #		ZIP	
Email			

<b>PRIMARY CONTACT (IF DIFFERENT THAN PROPERTY OWNER):</b>			
Name			
Mailing address			
City		State	
Phone #		ZIP	
Email			

<b>PROPERTY DESCRIPTION:</b>	
Tax map #	
Tax lot(s)	
Address or frontage street	
Nearest cross street	
Land area (acres)	
Is the property within city limits?	
If not, what is status of city annexation process?	

## PETITION OF OWNERS OF 100% OF LAND FOR TCSD ANNEXATION

Petition for annexation to the Tri-City Service District, a district organized under ORS 451. This petition is filed pursuant to ORS 198.857.

To: the Board of Commissioners of Clackamas County.

We, the undersigned property owners of the area described below, hereby petition for, and give our consent to, annexation of the area to the Tri-City Service District.

The affected county is: Clackamas County

The property to be annexed is described as follows:

- Exhibit "B" – legal description
- Exhibit "C" – map

The Chief Petitioners are:

Name	Entity
Name	Entity
Name	Entity

PETITION OF LANDOWNER(S) FOR TCSD ANNEXATION  
(Double Majority)

PETITION FOR ANNEXATION TO: 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

I/We, the undersigned land owner(s) in the territory proposed to be annexed as described below, hereby petition for, and give my/our consent to annexation of the area to the Tri-City Service District.

The area to be annexed is inhabited.  Yes  No

The principal Act(s) of the affected district are: Sanitary sewer service

The affected county is: Clackamas County

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

I/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 Petitioners are:

Name	Entity
Name	Entity
Name	Entity

The property to be annexed is described as follows (must conform to ORS 308.225):

- Exhibit B: Legal Description
- Exhibit C: Map

## ANNEXATION PETITION TO TRI-CITY SERVICE DISTRICT - LANDOWNER SIGNERS

To: The Board of Commissioners of Clackamas County

Pursuant to ORS 198.857, I/we, the undersigned land owner(s) hereby petition for, and give my/our consent to the annexation of these parcels of land into Tri-City Service District. All parcels affected are within Clackamas County. The principal acts of Tri-City Service District are: sanitary sewer service.

Name 1	
Signature/Date	
Mailing Address	
Site Address/ Taxlot	
Name 2	
Signature/Date	
Mailing Address	
Site Address/ Taxlot	
Name 3	
Signature/Date	
Mailing Address	
Site Address/ Taxlot	
Name 4	
Signature/Date	
Mailing Address	
Site Address/ Taxlot	

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



## LIST OF LAND OWNERS

(The List of Landowners is separate from the Section 2 - Petition of Landowners)

List all land owners for properties located within the proposed annexation boundary. Attach a Statement of Authority that demonstrates the person's ownership of the property or ability to sign on behalf of the property owner or entity.

Property Owner

Address

Taxlot#



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## BOUNDARY CHANGE DATA SHEET

### I. EXISTING CONDITIONS IN AREA TO BE ANNEXED OR WITHDRAWN

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

B. Land Area (acres): \_\_\_\_\_

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:

**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?

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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 Or City Planning Designation?

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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 (explain below)
- No

G. Describe outcome of zone change request:

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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 Council
- City Planning Staff
- 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.

\_\_\_\_\_

\_\_\_\_\_

- 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.: \_\_\_\_\_

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

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



## CERTIFICATION OF LAND OWNERS

**ORS 198.855(3) If the annexation petition is signed by all of the owners of all land in the territory proposed to be annexed or is signed by a majority of the electors registered in the territory proposed to be annexed and by the owners of more than half of the land in the territory, an election in the territory and district shall be dispensed with. After the hearing on the petition, if the county board approves the petition as presented or as modified or, if an election is held, if the electors approve the annexation, the county board shall enter an order describing the boundaries of the territory annexed and declaring it annexed to the district (<https://www.oregonlaws.org/ors/198.855>)**

### Petition signed by all landowners (100%)

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 all land in the territory proposed to be annexed within the 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 \_\_\_\_\_