

Clackamas County Service District No.1 Annexation Packet

Contact: Water Environment Services
150 Beavercreek Road
Oregon City, OR 97045
503-742-4567

Revised June 2017

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'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 Beaver Creek 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 ALL LAND OWNERS (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) LIST OF LANDOWNER(S)
- (6) LIST OF SURROUNDING LANDOWNER(S) & MAILING LABELS
- (7) BOUNDARY CHANGE DATA SHEET
- (8) Attachments, surveys, deeds, records, plats (if necessary)
- (9) Tax lot Map with boundary change highlighted

After you complete the above forms submit the uncompleted packet and the required checks (One to Clackamas County for the application fee and One 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 PETITION OF LAND OWNER(S)
- (4) CERTIFICATION OF LEGAL DESCRIPTION AND MAP
- (11) ENDORSEMENT OF ANNEXATION OF TERRITORY TO CLACKAMAS COUNTY SERVICE DISTRICT No. 1
- (12) 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 Clackamas County Boundary Consultant.

Annexation Checklist for WES

Date / Initials

- 1) Petition of Landowners, with Legal Description Attached & Area Map
- 2) Petition - Signature Form
- 3) Certification of Property Ownership & Certification of Legal Description
- 4) Notice List (Property Owners Info) and Mailing Labels
- 5) Boundary Change Data Sheet
- 6) Attachments, surveys, deeds, records, plats
- 7) Taxlot Map with boundary change highlighted.
- 8) 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
- F) Board Approval / Denial

**PETITION OF LAND OWNER(S)
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 land owner(s) in the territory proposed to be annexed, as 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.

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 Petitioners are: _____
(name)

(name)

(name)

The property to be annexed is described as follows:

See Exhibit A for description
See Exhibit B for map

ANNEXATION PETITION - LANDOWNER SIGNERS

To: The Board of Commissioners of Clackamas County

We, the undersigned land owners 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.

Land Owner Signature(s)	Printed Name	Mailing Address	Land Address, or Taxlot No.	Date

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

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 _____

LIST OF LAND OWNERS
(This form is NOT the petition)

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

(Only those land 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)	_____	_____

(Attached additional sheets if needed)

NOTICE LIST FOR SURROUNDING PROPERTY OWNERS

(This form is NOT the petition)

LIST ALL LAND OWNERS OF PROPERTY WITHIN **100 FEET** OF THE OUTSIDE BOUNDARY OF THE AREA TO BE ANNEXED. IF THE TERRITORY TO BE ANNEXED IS OUTSIDE AN URBAN GROWTH BOUNDARY, THE DISTANCE IS **250-FEET**, OR **500-FEET** IF THE TERRITORY TO BE ANNEXED WITHIN A FARM OR FOREST ZONE.

NAME OF OWNER	ADDRESS	PROPERTY DESIGNATION (Indicate township and range, section, tax lot number)
---------------	---------	--

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(Attach additional sheets if necessary)

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.

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: _____