



**CITY OF PHILOMATH**

980 Applegate Street  
PO Box 400  
Philomath, OR 97370  
541-929-6148; 541-929-3044 FAX  
www.ci.philomath.or.us

**ANNEXATION APPLICATION**

Fee: \$610 + \$60/acre + Election Deposit (TBD)

**Applicant(s)**

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Interest in Property (Owner, Purchaser, Agent, etc.): \_\_\_\_\_

Other individuals you would like to be notified concerning this application:

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____
_____	_____

**General Property Information**

Street Address: \_\_\_\_\_ City Zoning: \_\_\_\_\_

Assessor's Map/Tax Lot: \_\_\_\_\_ County Zoning: \_\_\_\_\_

Existing Structures: \_\_\_\_\_

Current uses(s) of the property: \_\_\_\_\_

Describe the proposed request: \_\_\_\_\_

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



## GENERAL INFORMATION

The process of annexation of land to the City allows for orderly expansion of the City and for the adequate provision of public facilities and services. The City Charter requires that annexation, delayed annexation, and/or extension of City services beyond City boundaries may only be approved by a majority vote of the electorate.

## REQUIRED APPLICATION INFORMATION

1. Written consent to the annexation signed by the requisite number of affected property owners, electors, or both, to dispense with an election within the territory to be annexed, as provided by state law.
2. A legal description of the property to be annexed.
3. A map of the area to be annexed, including adjacent City territory.
4. Sufficient information for City staff to allow for the completion of an impact analysis on existing water supply and facilities, and existing sewer, drainage, transportation, park and school facilities. In addition, City staff shall project what additional facilities will be required to serve the development described in the conceptual plan and, if necessary, how such facilities will need to be phased in over time.
5. A statement outlining the method and source of financing required to provide additional facilities.
6. A conceptual development plan shall be provided by the applicant and shall include the following:
  - i. A scale drawing of the site showing: the types and intensities of proposed development; existing streets that will be used for access and those streets that may need to be developed for access; the location of water courses and other significant natural features; location of existing and necessary extension of public water, sanitary sewer, and storm drain facilities; and, existing uses and zoning on adjacent properties.
  - ii. The conceptual development plan shall contain sufficient detail on the actual or proposed site uses to allow City staff the opportunity to analyze the development's demand for new public infrastructure systems, as well as assess the impact on existing systems. Staff may develop hypothetical site design scenarios or model development at densities other than those proposed by the applicant to assess impact on public infrastructure.
7. A statement indicating the type and nature of any Comprehensive Plan text or Map amendments or Zoning Ordinance or Zoning Map amendments that may be required to complete the planned development.
8. The application fee established by the City. In addition to the application fee, the Planning Official shall require a deposit that is adequate to cover any and all election costs.

## ADDITIONAL RESPONSIBILITIES OF THE APPLICANT

It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) the Division of State lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetland Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

## SIGNATURE(S)

All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

I hereby certify that the information contained in this application is accurate to the best of my knowledge, and that the proposed use would not violate any deed restrictions attached to the property.

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

## PROCESSING INFORMATION

This application will be reviewed at a public hearing before both the Planning Commission and City Council. Surrounding property owners who are entitled to individual notice will be notified of the application and given an opportunity to submit evidence and testify at the hearing. The City will send notices of pending action and final decision to the applicant, other local government agencies involved in the processing of the application, surrounding property owners who received an initial notice, and all other persons who participate in the proceedings.

Anyone who participated may appeal the final decision of the City Council to the Land Use Board of Appeals (LUBA).

-----*For Office Use Only*-----

Date application rcv'd: \_\_\_\_\_ Receipt #: \_\_\_\_\_ By: \_\_\_\_\_

File Number: \_\_\_\_\_ Date application deemed complete: \_\_\_\_\_

# CONSENT TO ANNEXATION

## For contiguous property

To the Council of the City of Philomath, Oregon:

We, the undersigned property owners of the land described herein as Exhibit A, (attached) hereby consent to the annexation of this land to the City of Philomath.

We understand that an election per Section 11.1 of the Charter of the City of Philomath will be requested on \_\_\_\_\_. Should the voters of the City of Philomath reject this annexation request, this Consent to Annexation will be void.

Street address of property: \_\_\_\_\_

\_\_\_\_\_

Signature of owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_