



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370

Office: 541-929-6148
FAX: 541-929-3044

www.ci.philomath.or.us

A P P L I C A T I O N

ANNEXATION

Application Fee: \$ 3,200

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

PROPERTY OWNER(S) INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

APPLICANT INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

Interest in Property (*Owner, Purchaser, Agent, etc.*): _____

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

PROPERTY INFORMATION

Site Address: _____

Assessor's Map & Tax Lot Number(s): _____

City Zoning: _____ County Zoning: _____

Existing Structures: _____

Current use(s) of the property: _____

Request Summary (*Example: "New 50 foot by 150 foot warehouse in the Rural Industrial zone."*)

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.

REQUIRED APPLICATION INFORMATION

An application for annexation shall include the following information, as deemed applicable by the Planning Official:

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 and future city services including: water, sewer; drainage; transportation and transit; park facilities; and city staffing, including but not limited to police, public works, and city administration.
5. Sufficient information for city staff to allow for the completion of an impact analysis on community partner services including: school facilities; library services; fire services; and emergency medical services.
 - i. If the applicant asks for agency comment before the hearing and no comments are received, capacity will be presumed to exist for that agency.
 - ii. If the applicant asks for comment before the hearing and the agency comments that there are no capacity concerns, capacity will be conclusive as to that agency.
 - iii. If the applicant asks for comment before the hearing and the agency comments that capacity does not exist but can exist, the applicant may enter into an agreement with that agency to achieve capacity.
6. 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. The application shall provide evidence of the need of the proposal by citing data and statistics that support the annexation.
7. A statement outlining the method and source of financing required to provide additional facilities.
8. 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 watercourses 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.
9. 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.
10. 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.

Applicant Signature Date

Co-Applicant or Property Owner Signature Date

PROCESSING INFORMATION (PMC 18.105.040)

City staff shall review the application and it shall deem it complete once it contains all the required materials.

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 Received: _____ Receipt Number: _____ By: _____

Internal File Number: _____ ePermitting File Number: _____

Planner Assigned: _____ Date Application Deemed Complete: _____