



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
Email: planning@ci.woodburn.or.us

OFFICE USE ONLY File Number(s): ANX _____

Application Packet for a Type IV Annexation

General Information:

The purpose of this review is to provide a procedure to incorporate contiguous territory into City limits in compliance with state requirements, the Woodburn Comprehensive Plan, and the Woodburn Development Ordinance (WDO). Annexations are Type IV decisions under the WDO; the Planning Commission conducts a public hearing on the proposal and forwards its recommendation to the City Council, who ultimately decide to approve or deny. The Council's decision may be appealed to the Land Use Board of Appeals. The annexation is effective when it is accepted by the State Division of Revenue.

Fee:

- One acre or less: \$2,659
- More than one acre: \$3,418

Required Submittals:

- A pre-application conference is required prior to annexation application submittal.
- Uniform Application – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
Note: When applying on behalf of a corporation, the Manager certifies that Manager has full power and authority (corporate or otherwise) to enter into this Agreement and to consummate the transactions contemplated by it. This Agreement has been duly authorized by all necessary action on the part of Manager and no other corporate or other action on the part of Manager is necessary to authorize the execution and delivery of this Agreement. The individual executing this Agreement for Manager has full authority to do so and thereby to bind Manager to its terms.
- A site plan or vicinity map showing the full boundaries for the property/properties to be annexed. Four paper copies (ledger or 24"x36" plan sizes are acceptable) and one digital copy.
- Completed "Petition for a Consent Annexation and Waiver of Time Limit" form (included in this packet).
- "Certification of Legal Description and Map" form (included in this packet) completed by the State Department of Revenue (DOR) per Oregon Revised Statutes (ORS) 308.225. Contact the DOR at 503-302-8353 or boundary.changes@oregon.gov. Label the legal description as "Exhibit A" and the accompanying map of the territory to be annexed as "Exhibit B".
- "Certification of Registered Voters" form (included in this packet) completed by the Marion County Elections Office. Contact the County at elections@co.marion.or.us. Also, because the certification refers to an "attached petition for annexation of territory described herein", the form requires this attachment even if the same document appears elsewhere among application materials.

- A narrative demonstrating compliance with the annexation criteria of WDO 5.04.01(C). One paper and one digital copy.
 - a. Territory to be annexed shall be contiguous to the City and shall either:
 - i. Link to planned public facilities with adequate capacity to serve existing and future development of the property as indicated by the Woodburn Comprehensive Plan; or
 - ii. Guarantee that public facilities have adequate capacity to serve existing and future development of the property.
 - b. Annexations shall show a demonstrated community need for additional territory and development based on the following considerations:
 - i. Lands designated for residential and community uses should demonstrate substantial conformance to the following:
 - a. The territory to be annexed should be contiguous to the City on two or more sides;
 - b. The territory to be annexed should not increase the inventory of buildable land designated on the Comprehensive Plan as Low or Medium Density Residential within the City to more than a 5-year supply;
 - c. The territory proposed for annexation should reflect the City's goals for directing growth by using public facility capacity that has been funded by the City's capital improvement program;
 - d. The site is feasible for development and provides either:
 - i. Completion or extension of the arterial/collector street pattern as depicted on the Woodburn Transportation System Plan; or
 - ii. Connects existing stub streets, or other discontinuous streets, with another public street.
 - e. Annexed fulfills a substantial unmet community need, that has been identified by the City Council after a public hearing. Examples of community needs include park space and conservation of significant natural or historic resources.
 - ii. Lands designated for commercial, industrial and other uses should demonstrate substantial conformance to the following criteria:
 - a. The proposed use of the territory to be annexed shall be for industrial or other uses providing employment opportunities;
 - b. The proposed industrial or commercial use of the territory does not require the expansion of infrastructure, additional service capacity, or incentives that are in excess of the costs normally borne by the community for development;
 - c. The proposed industrial or commercial use of the territory provides an economic opportunity for the City to diversify its economy.
- Service provider letters (SPLs): Letter from three agencies that address adequate service capacity based on WDO 5.04.01C.2:
 - City of Woodburn Public Works Department;
 - Woodburn Fire District; and
 - Woodburn School District.
- The latest recorded deed(s) or land sales contract for each property to be annexed – one paper and one digital copy.

- Three sets of mailing labels with map depicting a line 250 feet equidistant from all boundaries of the subject property/properties.
 - Avery 5160 format (three columns and ten rows per sheet).
 - The label for each tax lot must include the associated tax lot number. Assessor account numbers are not the same as tax lot numbers. (Account numbers begin with “R” and contain six or so digits; tax lot numbers begin with “05” and contain fourteen or so characters.)
 - Labels may be consolidated to reflect common ownership of multiple tax lots, but only as able to still fit the applicable tax lot numbers within a given label.
 - A local title company can assist with label and map preparation.

- All applications to be run concurrently with this annexation request; such as: Comprehensive Plan Map Amendment, Zoning Map Change, Subdivision, Planned Unit Development, Partition, Lot Line Adjustment, Phasing Plan, Conditional Use, Design Review, Significant Tree Removal, Variance, and/or Riparian Corridor Wetland Overlay District requests.

**PETITION FOR A CONSENT ANNEXATION
AND WAIVER OF TIME LIMIT
PURSUANT TO ORS 222.125**

Assessor's map and tax lot #:

Number of property owners: _____ Number of electors residing on the property: _____

This petition must be signed by all owners of the subject property. If the owner is a corporation or an estate, the person signing must be authorized to do so. This petition must also be signed by not less than 50 percent of the electors (registered voters) residing on the property.

We, the owner(s) of the property described above and/or elector(s) residing on said property understand the annexation process can take more than one year but desire to annex to have City services. Therefore, we agree to waive the one-year time limitation on this petition to annex established by Oregon Revised Statutes 222.173, and further agree that this contract shall be effective: indefinitely until _____ (date).

Printed name	Signature	Date
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Mailing address: _____

I am: an owner of the property an elector (registered voter) residing on the property

Printed name	Signature	Date
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Mailing address: _____

I am: an owner of the property an elector (registered voter) residing on the property

If there are more than 2 owners, print another copy of this page.

CERTIFICATION OF REGISTERED VOTERS

I hereby certify that the attached petition for annexation of territory described herein to the City of Woodburn contains the names of at least a majority of the electors registered in the territory to be annexed.

Printed name

Signature

Date

Title

Marion County Elections Office