



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

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

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: Fees are required for an application to be accepted.

- One acre or less: see the [planning fee schedule](#) online
- More than one acre: see the [planning fee schedule](#) online

Required Submittals:

- Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- 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 and one digital copy. **See "Site Plan Requirements" checklist.**
- 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.
- 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.

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 _____
number(s)

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.

Printed name

Signature

Date

Title

Department of Revenue

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