



COMMUNITY DEVELOPMENT DEPARTMENT
 Planning Division
 P.O. Box 490
 333 Broadalbin Street SW
 Albany, OR 97321
 Phone (541) 917-7550 Fax (541) 917-7598
 www.cityofalbany.net

Annexation Application

TO BE FILLED OUT BY STAFF

File No. _____ Date of Preapplication Conference _____

FEES:

Application Fee—You must pay the following fee with your application:*

- If the property has a home with a failing septic system or inadequate well, City services are needed to alleviate the hardship, and you propose to annex only the house and an urban-sized homesite.....\$100.00
- If you are requesting an initial determination of timeliness by the City Council (to be credited to additional application fee)\$1,000.00
- If the property is eligible for annexation and it is timely to annex, but no development agreement is warranted (e.g., infill or enclaves)..... \$1,400.00
- If the property is eligible for annexation, but a concurrent land use application and/or a development agreement are warranted to determine timeliness\$2,600.00

*Res. No. 3956, effective 5/27/98

Election Fee

When the City Council approves or authorizes an election, you must pay to the City Finance Director to cover the City's administrative costs to set the election and complete the annexation process.....\$2,500.00

Election Deposit—For annexations for non-primary or non-general election ballots:

If the City Council approves or authorizes an election, you must pay the City an amount equivalent to 110% of the Finance Director's estimate for election costs. The City will hold the fee in an escrow account and refund to you after the election the amount not needed to pay actual election costs.

Date Fee and Application Received: _____ Amount Paid: _____

Receipt No.: _____ Received By: _____

ANNEXATION APPLICATION OVERVIEW

Annexation brings property that is within the City's Urban Growth Boundary into the City limits. Current City and county policies allow urban development only inside the City limits. In addition, the City cannot provide "urban" services like sewer and water to properties outside the City limits.

The City of Albany annexes property under a two-step procedure. First, the City Council must determine whether an annexation application is "eligible and timely." This decision is based on information you provide, City staff recommendations, and public input. If the City Council decides that an application is eligible and timely, the Council will forward the request to the voters for the second step, a City-wide vote.

ANNEXATION APPLICATION

Property address/location _____

Assessor's Parcel Map No(s). _____ Tax Lot No(s). _____

Comprehensive Plan designation _____ Zoning designation _____

Gross land area of the site _____

Net land area (gross land minus land to be dedicated to the public) _____

Does the site contain any existing structures, private wells, septic tanks, drain fields? _____

If yes, describe: _____

(Show the location of these on the submitted map, indicating whether or not they will remain.)

Current use of the property: _____

Current uses of adjacent properties (including across the street, if applicable):

North _____

South _____

East _____

West _____

To assess whether the City will need additional information and/or whether you must obtain additional permits or applications from other agencies or departments, please answer the following questions.

Will development on the property be likely to:

- | | |
|--|--------------------|
| a) Require removal or demolition of any existing structure(s)? | Yes _____ no _____ |
| b) Affect historic structures or historically significant features? | Yes _____ no _____ |
| c) Be located within a 100-year floodplain? | Yes _____ no _____ |
| d) Be located within the designated Willamette Greenway? | Yes _____ no _____ |
| e) Affect an identified wetland? | Yes _____ no _____ |
| f) Involve fill or removal of contaminated soils or hazardous material? | Yes _____ no _____ |
| g) Involve grading or fill within the 100-year floodplain or a watercourse, or more than 50 cubic yards in areas that have an average slope of 12% or greater? | Yes _____ no _____ |
| h) Involve land that has a current average slope of 12% to 25%? | Yes _____ no _____ |

- i) Involve removal of vegetation or trees (diameter of 10 in. or larger)? Yes _____ no _____
 - j) Be within the Airport Approach District? Yes _____ no _____
 - k) Involve access onto an Oregon State Highway? Yes _____ no _____
 - l) Generate 50 or more a.m. or p.m. peak hour vehicle trips? Yes _____ no _____
- (Note: In some cases, fewer than 50 peak hour trips can create a need for a traffic analysis.)

If you answered yes to any of the above, contact the Planning Division before submitting your application.

ANNEXATION REVIEW CRITERIA

On a separate sheet of paper, prepare a detailed written response using factual statements (called findings of fact) to explain how the proposed annexation complies with each of the following review criteria (Ordinance No. 5366):

ELIGIBILITY CRITERIA. The City shall determine that property is eligible for annexation based on the following criteria:

- 1. The property is contiguous to the existing City limits.**
- 2. The property is located within the Albany Urban Growth Boundary as established by the Albany Comprehensive Plan.**

Provide a legal description of the property and a map of the area to be annexed showing contiguous City territory and the existing Urban Growth Boundary.

TIMELINESS CRITERIA. The City shall determine that it is timely to annex property based on the following criteria:

- A. An adequate level of urban services and infrastructure is available, or will be made available in a timely manner.** Explain how the annexation will address the availability, capacity, and status of existing water, sewer, storm drainage, transportation, park facilities, and other City-related services. Include information about the increased demand likely to be generated by the proposed annexation. Describe the method and source of financing required to provide the necessary facilities.
- B. Sufficient planning and engineering data have been provided, and all necessary studies and reviews have been completed such that there are no unresolved issues regarding appropriate Comprehensive Plan and implementing ordinances.**
- C. The City shall attempt to discourage islands or enclaves of unincorporated territory surrounded on all sides by the City.**
- D. The City Council may consider, at its discretion, any other factor that affects the timeliness or wisdom of any particular annexation petition.** Provide findings that address any additional factors the City must consider to approve the proposed annexation.

MAP REQUIREMENTS

Submit **NINE (9)** copies of a map of the proposed annexation on 8 1/2 x 11 or 11 x 17-inch paper. The map must include the following, when applicable:

- Current address (if any), section, township, range, and legal description sufficient to define the location and boundaries of the proposed annexation.
- Names and addresses of the owner(s), developer(s), surveyor and engineer, when applicable.
- Date map was drafted and north arrow.

- Scale of map. (Use 1 inch = 20 feet, unless otherwise approved by Planning staff. For parcels over 100 acres, use 1 inch = 100 feet.)
- Total gross and net land areas of the entire site. (“Net” is minus the square footage of any land proposed for dedication to the public, not including easements.)
- Label and show the area in square feet of any land to be dedicated to the public; include purpose.
- Label and show the lengths of all *existing* and *proposed* property lines.
- Label and show the approximate dimensions, net square footage, and proposed identification number for each lot/parcel.
- Label and show all existing driveways, structures, wells, septic tanks and drain fields, and distances between them and the existing and proposed property lines and each other. Indicate what is to be removed.
- Label and show the locations of all public improvements (e.g., streets, sidewalks, and utilities) to be constructed as part of the development of the site.
- Label and show the locations and sizes of all *existing* and *proposed* public utility mains; private service lines from the main to the lots/parcels; culverts, ditches, and drain pipes, including those on site and within adjacent rights-of-way. Include invert elevations of sanitary and storm sewer lines.
- Label and show the locations, widths, and names of all *existing* or *platted* adjacent public streets, alleys, sidewalks, planter strips, curbs, and other public rights-of-way or uses.
- Label and show the locations, widths, names, approximate radii or curves, and the relationship of all streets to any proposed streets shown on any plan approved by the City or proposed with this application.
- Label and show the locations, widths, ownership and purpose of all *existing* and *proposed* easements.
- Label and show *existing* and *proposed* contour (topography) lines drawn at the following intervals:
 - a) One-foot intervals for ground slopes less than five percent.
 - b) Two-foot intervals for ground slopes between five and ten percent.
 - c) Five-foot intervals for ground slopes exceeding ten percent.

Indicate the elevations of all control points used to determine the contours. Contours must be related to City of Albany data. See the Engineering Division for data.

Additional map needs. The following may not apply to every site. If an item does apply, show the information on the map and check the box. Write “NA” in the box if the item does not apply to this proposal, and attach a short explanation.

- Label and show the width, direction, and flow of all watercourses on the site.
- Label and show areas within the 100-year floodplain and other areas subject to natural flooding or ponding: state the base flood elevation (BFE); label and show the floodplain boundary on the map.
- Label and show the boundaries of all jurisdictional wetlands. Sources: Plate 6 of the Comprehensive Plan, the National Wetland Inventory, and local wetland maps. Land not on these maps still may contain wetlands.

- Label and show the locations of all natural features, such as rock outcroppings, marshes, wooded areas, and trees larger than 25 inches in circumference measured 4-1/2 feet above mean ground level from the base of the trunk. If trees are to be disturbed or removed from the site, indicate which areas will be affected. Is this site shown on Plate 3 of the Comprehensive Plan?
-

VICINITY INFORMATION

If the map does not have room, you may submit one copy of a separate “vicinity” map at a scale of 1 inch = 400 feet to show the following:

- Current zoning and location of structures on adjacent properties.
- All existing subdivisions, streets, and tract lines of parcels immediately adjoining the site.
- How existing and proposed streets and alleys may connect with those in adjacent properties with best results for the neighborhood. Show how public utilities may be extended into adjacent properties with development potential. Check the City Transportation Master Plan for future street patterns.
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LEGAL DESCRIPTION

- Oregon Revised Statutes (ORS) 308.225 requires that you submit a closing metes and bounds description or subdivision block and lot number description. In order to meet deadlines, you must submit such a description, certified accurate by a registered surveyor or engineer, to the City of Albany Planning Division at least 30 days before the scheduled public hearing.

APPLICATION AUTHORIZING SIGNATURES

Each current property owner of record must sign the application or provide a letter authorizing an agent or representative to act on his or her behalf.

I hereby apply for approval of the Annexation as requested in this application and certify that the information provided is accurate. I further certify that I am authorized to make the application and that there are no covenants, conditions, or restrictions that may limit or prohibit the Annexation request.

Property Owner(s)

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Signature _____

Authorized Agent or Representative

Authorized agents must submit evidence of their authority to act on the property owner's behalf.

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Relationship to property owner(s) _____

Signature of authorized agent _____

Engineer, Surveyor or Other Agent

Name (print or type) _____

Current Mailing Address _____

Daytime Telephone No. _____ Fax No. _____

Email (optional) _____

Signature _____

ANNEXATION APPLICATION CHECKLIST

Before you submit an application to the Planning Division, please check this list to be sure you are not missing essential information. An incomplete application will delay the approval process.

- BASIC INFORMATION.** Provide all the basic information about the site and proposal.
- REVIEW CRITERIA RESPONSES.** On a separate paper, prepare a detailed explanation describing how this proposal complies with each of the review criteria.
- MAP.** Submit **TEN** copies of a map of the proposed annexation site. The scale of the drawing must be large enough that all dimensions and distances can easily be measured for accuracy. The map must include all the required items. If any item listed is not provided, please include a written explanation.
- LOCAL STREET PLAN.** Show how the property can be developed so as to connect to the existing local street network and extend the network to show the best connection possible.
- VICINITY INFORMATION.** Submit one copy of a map that clearly identifies the subject property in relationship to surrounding properties and streets.
- NOTIFICATION LIST.** Submit a list of owners of all properties within 300 feet of the subject property. Include assessor's map and tax lot number(s) and owner name(s) and mailing address(es).
- APPLICANT/PROPERTY OWNER INFORMATION.** List all current owners of record and others to be notified, such as agents and engineers. All property owners of record must sign the form. Agents may sign only with an attached power of attorney or letter of authorization from the actual owner(s).
- REVIEW FEE.** Submit a check made payable to the City of Albany in the appropriate amount for this application.
- PROPERTY (LEGAL) DESCRIPTION.** Submit a closing metes and bounds description (or subdivision block and lot number description) to the City of Albany Planning Division at least 30 days before the scheduled public hearing.