



Po Box 330, Phoenix, Oregon

541-535-2050 Fax 541-535-5769

**Annexation Application**

**Fee: \$4,000.00**

**I. Property Information:**

- A. Location (Address If Available) \_\_\_\_\_
- B. Assessor's I.D.:  
Township \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ Tax Lots(S) \_\_\_\_\_
- C. Size Of Parcel(S): Acres \_\_\_\_\_ Square Feet \_\_\_\_\_
- D. Describe Adjacent Land Uses (Example: Single Family, Restaurant, Auto Repair, Etc.):  
  
North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

**II. Description Of Annexation:**

- A. Comprehensive Plan Land Use Designation
  - 1) Current Jackson County Designation: \_\_\_\_\_
  - 2) Proposed City Of Phoenix Designation: \_\_\_\_\_
- B. Zoning
  - 1) Current Jackson County Zoning: \_\_\_\_\_
  - 2) Proposed City Of Phoenix Zoning: \_\_\_\_\_

**III. Submittal Requirements:**

**Submit one of each of the Submittal Requirements that follow for review by the City Planner. Once this "Application Package" is deemed complete, submit 20 additional "Application Packages" (excluding numbers 6 & 9) to the Planning Department.**

- 1. A 24x36 copy of an assessor's map of the proposed annexation area. The map shall identify those parcels for which consents to annex have been acquired. An 8 1/2"x11" set of reductions and one (1) set of 8 1/2" x 11" clear transparencies of all exhibits.
- 2. Submit **one** of the following:
  - a. Consent to annex forms completed and signed by all consenting property owners within the proposed annexation area, or
  - b. Consent to annex form by a majority of the registered voters living within the proposed annexation area.

3. Legal metes and bounds description of the annexation area. Legal metes and bounds description of adjacent roadways that will be annexed with the parent annexation.
4. Specific information on each parcel within the proposed annexation area.
  - a. Current assessed valuation as determined by the county.
  - b. Acreage to the hundredth percentile
  - c. Map and tax lot number
  - d. Current county zoning designation
5. Addresses of all dwelling units and businesses located within the annexation area.
6. Property owners master mailing list and notification labels (see attached instruction sheet).
7. Written findings which address the following:
  - a. Existing land uses within the annexation area.
  - b. Existing improvements:
    - \_\_\_\_\_ water system
    - \_\_\_\_\_ streets
    - \_\_\_\_\_ sanitary sewer
    - \_\_\_\_\_ storm sewer
  - c. Special districts within the area:
    - \_\_\_\_\_ water system
    - \_\_\_\_\_ streets
    - \_\_\_\_\_ fire district
    - \_\_\_\_\_ school district
    - \_\_\_\_\_ bear creek valley sanitary authority
    - \_\_\_\_\_ others
  - d. The present availability of urban services to the proposed annexation area, their capacity, and cost of extension or improvement:
 

_____ sanitary sewer	_____ parks
_____ storm drainage	_____ water
_____ fire	_____ power
_____ streets	_____ police
  - e. Compliance with all applicable goals and policies of the comprehensive plan. (including goal 3 of the land use element)
  - f. Compliance with the annexation criteria provided in the city's zoning ordinance.
8. Completed application with property owner and applicant signatures.
9. Application fee.

**Notice To Applicants: Applications Cannot Be Processed Until All Of The Required Information Has Been Submitted And Has Been Found To Be Complete. Refer To The Handout Titled "Planning Application Submittal Requirements". Also Refer To The Document Titled "City Of Phoenix Procedural Requirements" For A More Detailed Description Of What Must Be Included With Any Application Package. Because Of State Rules Annexation Applicants Are Requested To Waive The 120 Day Processing Requirement. Please Sign The Following Waiver:**

On This Date \_\_\_\_\_ I Agree to Waive the State 120 Day Application Processing Mandate.

\_\_\_\_\_  
Applicant's Signature

**IV. Property Owner/Applicant Information**

Property Owner Name: \_\_\_\_\_  
(Please Print Or Type)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

Other Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone: \_\_\_\_\_

**V. Applicant's Certification: I Do Hereby Certify That The Information Submitted Herein Is True And Correct To The Best Of My Knowledge And Belief.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Vi. Property Owner Certification: I Do Hereby Certify That The Information Submitted Herein Is True And Correct To The Best Of My Knowledge And Belief.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

<b><u>For City Use Only</u></b>	
Received By: _____	Date: _____
Fee Received: _____	Receipt No.: _____
File No. Assigned: _____	