



City of Silverton
306 South Water Street
Silverton, OR 97381
(503) 874-2207 fax: (503) 873-3210

FOR OFFICE USE ONLY:

Planning File No. : _____

Date Received: _____ Fee: _____

Land Use Type: IV

Received by: _____

REQUEST AND CONSENT TO ANNEXATION

Project Name: _____

Applicant:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to _____

Property Owner: _____ Email Address: _____

Applicant's Representative:

Name: _____

Mailing Address: _____

Phone Number: _____

Relationship to _____

Property Owner: _____ Email Address: _____

Property Owner(s):

Name: _____

Mailing Address: _____

Phone Number: _____

Site Information:

Address: _____

Assessors Map/Taxlot #: _____

Size of Property/Acres _____ Zoning Designation: _____

Required Attachments and Information:

Type of Annexation

Major Annexation:

- a. More than one property is involved;
- b. City services do not abut the site;
- c. The land is vacant and the request involves more than one district designation;
- d. The land is developed with more than one type of existing land use and more than one district designation is needed or requested or;
- e. Involves more than two (2) acres.

Minor Annexation does not meet the description provided above for a major annexation and contains less than two (2) acres.

Site Plan. Drawn to scale, in a scale large enough to clearly show the annexation and containing the following information:

- a. The location of existing structures (if any); and
- b. The location of existing streets, sanitary sewer, storm drainage, water, electric and other utilities, on or adjacent to the property to be annexed;
- c. The location and direction of all existing water features on and abutting the subject property. Approximate location of areas subject to inundation, stormwater overflow or standing water. Base flood data showing elevations of all property subject to inundation in the event of one hundred year flood as shown.
- d. Label and show the locations of all existing structures, wells, septic tanks and drain fields, and distances between them and the existing property lines and each other. Indicate what is to be removed, moved, and/or retained.
- e. Existing natural features, such as rock outcroppings, marshes or wetlands (as delineated by the Division of State Lands), wooded areas, isolated preservable trees (trees with trunks over six inches in diameter as measured four feet above the ground), and significant areas of vegetation.
- f. Label and show *existing* and *proposed* contour (topography) lines drawn at the following intervals:
 - (1) One-foot intervals for ground slopes less than five percent.
 - (2) Two-foot intervals for ground slopes between five and ten percent.
 - (3) Five-foot intervals for ground slopes exceeding ten percent.
- g. General land use plan indicating the types and intensities of the proposed, or potential development.

Narrative. Explain the conditions surrounding the proposal and address the factors contained in the Review Criteria, as relevant, including:

- a. Statement of availability, capacity and status of existing water, sewer, drainage, transportation, park and school facilities; and

- b. Statement of increased demand for such facilities to be generated by the proposed development; and
- c. Statement of additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand.
- d. Statement outlining method and source of financing required to provide additional facilities, if any; and
- e. Statement of overall development concept and methods by which the physical and related social environment of the site, surrounding area and community will be enhanced; and
- f. Statement of potential physical, aesthetic, and related social effects of the proposed, or potential development on the community as a whole and on the small sub-community or neighborhood of which it will become a part; and proposed actions to mitigate such negative effects, if any; and
- g. Statement indicating the type and nature of any comprehensive plan text or map amendments that may be required to complete the proposed development.

In addition, explain how the proposed annexation meets **each and all** of the following review criteria in sufficient detail for review and decision-making:

- 1. Adequacy of access to the site; and
- 2. Conformity of the proposal with the City's Comprehensive Plan; and
- 3. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property. If extensions or upgrading of any improvement is necessary to serve the area, such extension must be consistent with the city's infrastructure plans and must be an orderly and efficient arrangement for the extension of public services; and
- 4. The new area will meet city standards for any public improvements which may be necessary to serve the area (including but not limited to streets, including sidewalks, sanitary sewer, water, storm drainage); and
- 5. The area to be annexed is contiguous to the city and represents a logical direction for city expansion; and
- 6. The area is within the urban growth boundary, unless a health hazard due to failing septic systems or groundwater supplies is found to exist; and
- 7. The proposed use of the property is consistent with the applicable comprehensive plan designation; and
- 8. The proposed annexation shall be consistent with all applicable goals and policies of the Silverton Comprehensive Plan; and
- 9. Shall be in compliance with applicable sections of ORS Chapter 222; and
- 10. Natural hazards identified by the City, such as wetlands, floodplains and steep slopes have been addressed; and
- 11. Urbanization of the subject property shall not have a significant adverse effect on areas identified of designated in the Comprehensive Plan as open space or as significant scenic, historic or natural resource areas; and
- 12. Economic impacts which are likely to result from the annexation shall be evaluated in light of social and physical impacts. The overall impact which is likely to result from the annexation and development shall not have a significant adverse effect on the economic, social and physical environment of the community, as a whole; and

13. If the proposed area for annexation is to be residentially zoned, there must be less than a five-year supply of vacant and redevelopable land in terms of dwelling units per acre within the current city limits. "Redevelopable land" means land zoned for residential use on which development has already occurred but on which, due to present or expected market forces, there exists the likelihood that existing development will be converted to more intensive residential uses during the planning period. The five-year supply shall be determined from vacant and redevelopable land inventories and by the methodology for land need projections from the housing element of the comprehensive plan. If there is more than a five-year supply but less than an eight-year supply, the city may consider additional factors, such as the likelihood of vacant parcels being developed in the near future, to determine if the public good would be served by the annexation. Properties proposed for annexation that have a current or probable public health hazard due to lack of full city water or sanitary sewer may be exempt from this criterion; and
14. Promotes the timely, orderly and economic provision of public facilities and services; and
15. The annexation is reasonable and that the public interest, present and future, will be best served by annexing the property.

- Annexation Agreement.** There may be instances in which an applicant may offer additional considerations in support of an annexation application. Such considerations shall be considered as part of an annexation application. These considerations shall be formalized through a development agreement.
- Current Assessor Tax Map.** Full quarter section county tax assessor's maps with the subject property outlined.
- Written Consent.** A signed notarized statement by any one leasing or renting the property stating that they have no objection to the annexation.
- Legal Description.** A legal description of the territory to be annexed, meeting the requirements of ORS Chapter 308.
- Deeds.** A copy of the deed(s).
- Posting Requirements.** At least ten (10) days prior to a public hearing the applicant shall post a sign supplied by the Community Development Department on the site where it is clearly visible to pedestrians and motorists. The sign must be returned within fourteen (14) days after the public hearing or the applicant will be billed \$300 dollars to replace the sign.
- Neighborhood Meeting.** A neighborhood meeting is encouraged for all Annexation applications. Following any neighborhood meeting the applicant shall complete and submit the required documents to the City (meeting minutes, summary of public comments, attendance sheet, etc).
- Mailing List.** A certified list prepared by a title company or certified by the Marion County Tax Assessor's office with the names and addresses of all property owners within 500 feet of the subject site. The list shall be formatted to Avery 5160 (1"x 2 5/8") labels for reproducing by the City.
- Submittal Requirements.** For initial staff review, five (5) printed copies of the application shall be submitted. Once the application has been deemed complete an additional seven (7) printed copies of all application materials shall be submitted. If the Subdivision or Planned Development application

accompanies the Annexation application, an additional six (6) copies of the site plan shall be submitted. In addition, to the printed copies an electronic copy of the Narrative shall be submitted to the City.

Authorizing Signatures:

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the applicant, or that the applicant has the consent of all partners in ownership of the affected property. An authorization letter from the property owner has been attached in the event that the owner’s signature has not been provided below.

Property Owner(s):

_____	_____
Print or Type	Signature
_____	_____
Print or Type	Signature
_____	_____
Print or Type	Signature

Applicant(s) or Authorized Agent:

_____	_____
Print or Type	Signature
_____	_____
Print or Type	Signature

<p style="text-align: center;"><i>For Office Use Only</i> Census Information</p> <p>Number of dwellings on property: _____</p> <p>Number of people residing on property: _____</p> <p>Number of registered voters: _____</p>
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