



Annexation to the City of Portland

Application Process for Property Owners and Registered Voters

PLEASE READ ALL INSTRUCTIONS BEFORE FILING A PETITION WITH THE CITY

Step 1. Petition

- **Attached is a Petition form for your use.** Please insert or attach a legal description of the property or properties proposed for annexation then sign and fill in the requested information on the Petition Signers sheet. Collect additional property owner signatures and property information for all properties that you would like counted towards meeting the "Double Majority" and/or "Expedited" annexation procedures and approval criteria
- **Who May Sign.** An elector registered to vote in the territory to be annexed; a property owner who is the legal owner of record or, where there is a recorded land contract, the purchaser thereunder. If there are multiple ownerships, each signer is counted in proportion to the size of their ownership. If a corporation owns land, the corporation is considered the individual owner.
- **After completing the petition, have the County Assessor's Office certify the property owner signatures** using the attached Certification of Property Ownership form. While you are at the Assessor's Office, show them your legal description; buy two Quarter Section Maps showing the boundaries of the property to be annexed and have them certify the map and legal description using the attached Certification of Legal Description and Map form.
- **Proceed to the County Elections Department** and have them certify the signatures of the registered voters by completing the attached Certification of Registered Voters form. Do this even if the property is vacant. In such a case they will certify that there are no registered voters in the affected territory.

Step 2. Legal Description

The legal description noted above must be a metes and bounds legal description of the territory to be annexed. The description should be inserted into or attached to the Annexation Petition. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted and no metes and bounds description is available, and if this is acceptable to the County Assessor's Office. If the legal description contains any deed or book and page references, legible copies of these documents must be submitted with the legal description.

Step 3. Map

As noted above, you must submit two full sized copies of the ¼ Section Map. This should be the latest quarter section map (or maps) which indicates the territory to be annexed. Highlight the area to be annexed on the maps.

Step 4. Notice List

Submit a list and mailing addresses of all property owners and registered voters in the area to be annexed regardless of whether or not they signed the annexation petition, and the names and addresses of all property owners within 100 feet of the outside edge of the property to be annexed. This list will be used to mail notification of the proposed annexation as required by law. A Notice List form is attached for your use.

Step 5. Boundary Change Data Sheet

Complete the Boundary Change Data Sheet. Attach any maps that may be helpful in conveying requested information and documentation of permits and land use decisions referenced on page VII:3 of the form.

Step 6. Double Majority Work Sheet

A Double Majority Worksheet is attached for your convenience. This is to help verify that all double majority requirements are met.

Step 7. Measure 37 Waiver Form

The City requires all applicants for annexation to sign a waiver of rights which Measure 37 might afford. Please sign the attached Measure 37 waiver and make one additional copy. Include the original signed document with this packet.

Step 8. Submit Application to City

Submit all materials to:

City of Portland, Bureau of Planning and Sustainability, Suite 7100, 1900 SW Fourth Avenue, Portland OR 97201

City Review

Below is a summary of the steps which will be taken regarding annexations initiated by this method.

Step 1. Compliance Review

Submitted materials will be checked for compliance with requirements of state statutes and Metro code and City of Portland policy.

Step 2. Public Meeting or Hearing Date Set

The proposed annexation may be processed under the City's expedited review process if 100% of the property owners and at least 50% of the electors have signed the petition to annex. Alternatively, the proposed annexation will be processed under the regular public hearing process. The expedited process requires only that a decision be made at a public meeting while the regular process requires that a decision be made only after a public hearing is held.

The proposal will be set for a meeting or hearing by the City Council at the next meeting or hearing date for which all requirements of the City and Metro Code and state statutes can be met. The date of the meeting or hearing will be established within 45 days of the day the proposal is deemed to be complete.

Step 3. Public Meeting or Hearing Notice

Notice of the public meeting or hearing will be sent to service providers in the area, to the applicant, to property owners within 100 feet of the proposed annexation and to appropriate neighborhood or community organizations. Notice of a public hearing will be posted on the territory to be annexed. A public hearing, if required, will be advertised twice in a newspaper of general circulation in the area.

Step 4. Staff Study and Report

A staff report will be prepared on each proposed boundary change. This report will cover at a minimum the items specified in the City and Metro Codes including availability of services, and compatibility with regional and local plans. This report will be made available to the public 15 days prior to a hearing or 7 days prior to a meeting if the proposal qualifies for an expedited review procedure.

Step 5. Public Meeting or Public Hearing.

The City Council holds a public meeting or public hearing. At the meeting or hearing the Council will consider criteria laid out in the Metro Code including compliance with urban service agreements, consistency with applicable land use plans and service availability. At the public meeting, or after the public hearing, the council will establish the final boundary of the areas to be annexed and proclaim the annexation.

If the Council approves the proposal it must do so with an order containing findings and reasons. The Council may order the annexation to be effective immediately. Otherwise the order must be written and authenticated within 30 days following the decision.

Step 6. After Council Action

Following the conclusion of a public hearing or meeting the Council's annexation order together with supporting documentation will be sent to the Secretary of State, County Elections and County Assessor and State Revenue Department for their review and acknowledgement. The official change to the City's boundary will occur after acknowledgement by the State Revenue Department and as established by Council Order.

Annexation Application Checklist

- Petition of Owners of Majority of Land and Petition of Majority of Registered For A City Annexation
- Legal description of property to be annexed: Metes and Bounds Description or lot, block subdivision if platted and acceptable to County Assessor's Office
- Legible copies of any deed or book and page numbers referenced in above legal description
- Petition Signers Form
- Two full-sized quarter-section maps showing property to be annexed (as described in legal description)
- Certification of Property Ownership Form signed by County Assessor's Office Rep
- Certification of Legal Description and Map Form signed by Assessor's Office Rep
- Certification of Registered Voters Form signed by County Elections Office Rep
- Notice List including names and address of all property owners
 - Within territory proposed for annexation
 - All properties within 100 feet of the outside edge of the territory to be annexed.
- Completed Boundary Change Data Sheet
- Signed original Measure 37 Waiver Form

Petition Signers

NOTE: This petition may be signed by qualified persons even though they may not know their property description or precinct number. Make additional copies of this form as needed.

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
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SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

Petition Signers

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SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE

SIGNATURE		DATE	PRECINCT NUMBER
PRINT NAME		I am the property owner <input type="checkbox"/> yes <input type="checkbox"/> no	I am a registered voter <input type="checkbox"/> yes <input type="checkbox"/> no
SITE STREET ADDRESS		CITY, STATE, ZIP CODE	
PROPERTY DESCRIPTION			
LOT NUMBER	QUARTER SECTION	TOWNSHIP	RANGE



Annexation to the City of Portland

Certification Of Property Ownership of at Least One-half Land Area

City Double Majority Method

I hereby certify that the attached petition for a proposed boundary change involving the territory described in the petition contains the names of the owners* of at least one half of the land area within the annexation area described in the petition, as shown on the last available complete assessment roll.

Date: _____

Department: _____

County of _____

Title: _____

Name: _____

Signature: _____

* Owner means the legal owner of record or, where there is a recorded land contract which is in force, the purchaser thereunder. If there is a multiple ownership in a parcel of land each consenting owner shall be counted as a fraction to the same extent as the interest of the owner in the land bears in the relation to then interest of the other owners and the same fraction shall be applied to the parcels' land mass and assessed value for the purposes of the consent petition. If a corporation owns land in territory proposed to be annexed, the corporation shall be considered in the individual owner of the land.



Annexation to the City of Portland

Certification of Legal Description and Map

I hereby certify that the description of the property included within the attached petition located on

Assessors Map: _____

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.

Date: _____

Department: _____

County of _____

Title: _____

Name: _____

Signature: _____



Annexation to the City of Portland

Certification of Registered Voters

City Double Majority Method

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

Date: _____

Department: _____

County of _____

Title: _____

Name: _____

Signature: _____



Annexation to the City of Portland

NOTICE LIST

ALL OWNERS OF PROPERTY AND OR REGISTERED VOTERS INCLUDED IN BOUNDARY CHANGE PROPOSAL AREA. ALL OWNERS OF PROPERTY WITHIN 100 FEET OF THE OUTSIDE BOUNDARY OF THE AREA TO BE ANNEXED. (If the territory to be annexed is outside of an urban growth boundary the distance is 250 feet if not within a farm and forest zone or 500 feet if within a farm and forest zone.) Make additional copies as needed.

NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE

NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
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NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE
NAME, OWNER/VOTER	
SITE ADDRESS	CITY, STATE, ZIP CODE
MAILING ADDRESS IF DIFFERENT FROM SITE ADDRESS	CITY, STATE, ZIP CODE



Annexation to the City of Portland

Boundary Change Data Sheet

Existing conditions in area to be annexed or withdrawn

Site/general location: _____

Land area, in acres: _____

General description of territory. Include topographic features such as slopes, vegetation, drainage basins, floodplain areas which are pertinent to this application.

Describe land uses on surrounding parcels. Use tax lots as reference points.

North: _____

East: _____

South: _____

West: _____

Existing land use – number of units/structures:

Single-family units: _____ Multi-family units: _____ Commercial structures: _____ Industrial structures: _____

Describe any existing public facilities or other uses: _____

What is the current use(s) of the land proposed to be annexed? _____

Total current year assessed valuation: \$ _____

Total existing population: _____

Reason for boundary change

Metro code spells out criteria for consideration (metro code 3.09.050). Considering these criteria, provide the reasons the proposed boundary change should be made. Be specific. Use additional pages if necessary.

If the property to be served is entirely or substantially undeveloped, what are the plans for future development.

Be specific. Describe type (residential, industrial, commercial etc.), density, etc.

Land use and planning

Is the subject territory inside or outside of the metro regional urban growth boundary? Inside Outside

What is the applicable county or city planning designation?

Does the proposed development comply with applicable regional county or city comprehensive plans?

yes no Please describe/explain:

What is the zoning for the territory to be served?

Can the proposed development be accomplished under current county zoning? yes no n/a

If not has a zone change been sought from the county either formally or informally? yes no n/a

If yes, describe the outcome of the zone change request:

Indicate all permits and/or approvals from a city, county or regional government which will be needed for the proposed development. If already granted indicate date of approval and identifying number.

Approval	Project File Number	Date of Approval
Metro UGB Amendment		
City or County Plan Amendment		
Pre-application Hearing		
Preliminary Subdivision		
Final Plat		
Land Partition		
Conditional Use		
Variance		
Sub-surface Sewage Disposal		
Building Permit		
Comments:		
Please submit copies of proceedings relating to any of the above permits or approvals which are pertinent to the annexation.		

If a city and/or county sanctioned citizens' group exists in the area of the annexation, provide its name and contact information:

Services and utilities

Indicate location and size of nearest water line that can serve the subject area:

Indicate location and size of nearest sewer line which can serve the subject area:

Indicate proximity of other facilities (storm drains, fire engine companies, etc.) which can serve the subject area:

Indicate the time at which services can reasonably provided by the City or district:

Indicate the estimated cost of extending such facilities and/or services and what is to be the method of financing, attach any supporting documents:

Availability of desired service from any other unit of local government. Indicate the government:

If the area to be annexed is within the boundaries of, or being served extraterritorially or contractually by any of the following governmental agencies, provide the name or names of the governmental agencies involved.

CITY	RURAL FIRE DISTRICT
COUNTY SERVICE DISTRICT	SANITARY DISTRICT
HIGHWAY LIGHTING DISTRICT	WATER DISTRICT
GRADE SCHOOL DISTRICT	DRAINAGE DISTRICT
HIGH SCHOOL DISTRICT	DIKING DISTRICT
LIBRARY DISTRICT	PARK AND RECREATION DISTRICT
SPECIAL ROAD DISTRICT	OTHER DISTRICT SUPPLYING WATER SERVICE
OTHER, INDICATE	OTHER, INDICATE

If any of the above listed governmental agencies are presently servicing the area to be annexed (for instance, are residents in the area hooked up to a public sewer or water system), describe:

APPLICANT'S NAME		DATE
MAILING ADDRESS		CITY, STATE, ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER	
REPRESENTING		



Annexation to the City of Portland

Double Majority Work Sheet

Please list all properties and registered voters included in the proposal. If needed use a separate sheet for additional listings.

Property Owners

Tax Lot Number	Name of Owner	Property Size	Assessed Value	Signed Petition
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
			\$	<input type="checkbox"/> yes <input type="checkbox"/> no
		Total:	\$	

REGISTERED VOTERS

Name of Registered Voter	Address of Registered Voter	Signed Petition
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no
		<input type="checkbox"/> yes <input type="checkbox"/> no

Summary

Registered Voters	Acreege
TOTAL NUMBER OF REGISTERED VOTERS IN PROPOSAL	TOTAL ACREAGE IN PROPOSAL
NUMBER OF REGISTERED VOTERS WHO SIGNED THE PETITION	ACREEGE SIGNED FOR
PERCENTAGE OF REGISTERED VOTERS WHO SIGNED THE PETITION	PERCENTAGE OF ACREAGE SIGNED FOR