

CITY OF UMATILLA

ANNEXATION APPLICATION

The City Comprehensive Plan requires that annexation of areas inside the Urban Growth Boundary to the City be consistent with the plan's policies and that annexation of areas outside the Urban Growth Boundary also comply with the statewide goals. Before any annexation can be approved, zoning must be identified pursuant to the Comprehensive Plan.

Name of Applicant _____ Phone _____

Mailing Address _____

Name of Owner _____ Phone _____

Mailing Address _____

Property Description: Map No. _____ Tax Lot _____

Addition _____ Block _____

For metes and bounds descriptions, please attach legal description.

Street Address _____

Current Plan Map Designation _____

Current County Zoning _____

Proposed Use of Area to be Annexed _____

IMPORTANT: Oregon's Land Use Planning Laws and Umatilla City Zoning Code require the Planning Commission to make "findings of fact" with regard to requests for annexations. The findings provide justifications to either approve or deny the application. Read the questions that follow and answer them as completely as you can. Your responses will be used by the City to make findings and evaluate the merits of your requests. The chances of a successful application depend upon the adequacy of the arguments you present to justify approval of the application. If you have any questions or desire assistance in completing this application, the planning staff is available to assist you. **HOWEVER, THE APPLICANT HAS THE BURDEN OF PROOF REGARDING ALL REQUESTS FOR A LAND USE ACTION.**

1. How is this annexation consistent with the City's Comprehensive Plan's Policies? If you think some policies are inapplicable to the annexation, please so indicate and briefly explain why.
2. If the area to be annexed is outside the City's Urban Growth Boundary, how will this annexation comply with statewide land use goals? Again, if you think that some state land use goals are inapplicable, please indicate and briefly explain why.
3. How is the proposed use of the area to be annexed compatible with the adjacent property inside city limits?
4. What is the impact and need for this proposed annexation to the City?

Additional information to be furnished by applicant:

1. Evidence that applicant is owner or purchaser of the property or has written permission from the owner to file the application.
2. Two copies of plans and specifications, drawn to scale, showing the actual shape and dimensions of the lot to be built upon; the sizes and locations on the lot of existing and proposed structures; the intended use of each structure, the number of families, if any to be accommodated thereon; the relationship of the property to the surrounding area, the location of any existing highways, streets, easements and public utilities.

NOTE: If the application is deemed incomplete, the City will notify the applicant of what information is missing within 30 days of receipt of the application and allow the applicant to submit the missing information. The application shall be deemed complete upon receipt of the missing information. If the applicant refuses to submit the missing information, the application shall be deemed complete on the 31st day after the governing body first received the application.

The Umatilla Planning Commission meets the 4th Thursday of the month. Umatilla City Council generally meets on the 1st and 3rd Tuesdays of each month. Because of public notice requirements, this application must be returned to City Hall no less than four weeks before the public hearing date. For further information, contact Umatilla City Hall, 300 6th St., P.O. Box 130, Umatilla, OR 97882 or telephone (503) 922-3226.

The above statements are true to the best of my belief and knowledge. The undersigned understands that the Planning Commission requests my attendance, or my representative, at any meeting(s) where this request is scheduled for consideration that the Planning Commission retains the right to approve or deny this request, and that the filing fee is \$100.00 *plus the actual cost for mailing and publishing notices, recording documents and consulting fees of professionals used by the City to review the application.*

Signature: _____
Applicant

Receipt # _____ Date _____

CITY OF UMATILLA
REQUEST AND CONSENT
ANNEXATION PETITION INSTRUCTIONS

1. **LEGAL AND TAX LOT DESCRIPTIONS.** The property description that is used by the County Assessor on the annual property tax statements is the tax lot description, such as:

Assessor's map No. 5N2834C, Tax Lot 1100, Code 08-03

Generally a legal description will be a lot, block and subdivision name such as:

Lot 1, Block 2, Valley View

or a metes and bounds description such as:

East on Quarter of the South half of Section 2, Township 5 N, Range 28 East of the Willamette Meridian

If you are not sure of the description, please feel free to contact the Building/Planning Department at 922-3226.

2. **STREET ADDRESSES OF PROPERTY:** This information is requested to assist the City in identifying the property to be annexed. If no number is available or if the lot is vacant, the space may be left blank.

3. **NUMBER OF MEMBERS OF HOUSEHOLD:** Please state the number of permanent member of the household. If the property is annexed, the City needs this information for the Bureau of Census.

4. **STATUS OF TITLE.** Show names of those having a legal interest in the property as their name appears on the legal document giving them a legal interest in the property, their legal interest, the legal document, and date of the document. For example:

<u>Name as shown on Legal Document</u>	<u>Legal Document</u>	<u>Legal Interest Document</u>	<u>Date of</u>
John Q. Jones	Grantee	Deed	02/19/80
Mary P. Jones	Grantee	Deed	02/19/80
National Bank	Mortgagee	Mortgage	02/19/80
Terry R. Smith	Buyer	Contract	06/20/82
Nancy Z. Smith	Buyer	Contract	06/20/82
Todd A. Black	Renter	Oral Lease	12/01/84

5. **SIGNATURE OF OWNER(S).** Please have all people who are involved in the ownership of the piece of property sign where indicated on the form. In the example under 5., the contract sellers, buyers and renter would be parties having a current legal interest in the property.

6. **DATE.** The date when the petition is signed should be noted at the bottom of the form.

7. **NOTARIZED.** Please have the form notarized where indicated on the form. City Hall has several Notaries Public available.

7. Date _____

8. State of _____ }
County of _____ } ss. _____ A.D., 20____.

Personally appeared the above named _____
and acknowledged the foregoing to be _____ voluntary act and deed.

Before me:

Notary Public for Oregon
My Commission expires: _____

(Seal)

CITY OF UMATILLA

REQUEST AND CONSENT TO ANNEXATION

TO THE MAYOR AND CITY COUNCIL OF THE CITY OF UMATILLA, OREGON:

WE, the undersigned property owners of the land and/or electors residing on the land described below, hereby request and consent to the annexation of this land to the City of Umatilla, Oregon.

1. The property to be annexed is described as follows:

Legal:

Umatilla County Assessor's Map _____, Tax Lot _____
Code _____

2. Street address of property: _____

3. Number and types of structures on property _____

4. Number of members in household: _____

5. Status of title to property (Omit if signing as elector):

<u>Name as shown on Legal Document</u>	<u>Legal Interest</u>	<u>Legal Document</u>	<u>Date of Document</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Signature of Owner(s): _____ (Husband)
_____ (Wife)
_____ (Others, if applicable)
_____ (Others, if applicable)
_____ (Others, if applicable)
_____ (Others, if applicable)

CITY OF UMATILLA

RESIDENT AND ELECTOR CONSENT TO ANNEXATION

The undersigned elector(s) who resides in the proposed area to be annexed (map of area attached) hereby consents to the annexation of the following described property at which he/she resides, to the City of Umatilla, Umatilla County, Oregon.

Residence address:
(legal description of property)

The undersigned elector hereby gives express, continuing, written consent to annexation of the property described herein to the City of Umatilla, and does hereby agree to execute such separate, further or additional application, petition and consent as may be hereafter required by the City, or the laws of the State, as now or hereafter enacted for such annexation. The undersigned intends this consent to comply with all requirements of law for annexation of the property described.

The undersigned represents that the undersigned is a resident of this property and has the right to consent to its annexation.

DATED this _____ day of _____, 20_____.

STATE OF OREGON)
)
County of _____)

Personally appeared before me the above named _____ and acknowledged the foregoing instrument to be _____ voluntary act. Before me this _____ day of _____, 20_____.

Notary Public for Oregon

My Commission expires: _____

CITY OF UMATILLA
ANNEXATION
CERTIFICATE OF NON-ELECTOR STATUS

I, Linda Gettmann, Umatilla City Recorder, do hereby certify that the following list of residents are not registered voters in Umatilla County as verified by the Umatilla County Clerk's office.

Dated: _____, 19_____.

Linda Gettmann, City Recorder