



# CITY OF UMATILLA

Planning Department (541) 922-3226 ex.101  
700 Sixth Street, Umatilla, OR 97882

File No. \_\_\_\_\_

## CONSENT TO ANNEXATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees.**

### SITE LOCATION AND DESCRIPTION

Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Tax Map #(S) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage street or address \_\_\_\_\_

Nearest cross street \_\_\_\_\_

Current zoning City of Umatilla \_\_\_\_\_ County \_\_\_\_\_

Site size (acres or square feet) \_\_\_\_\_ Dimensions \_\_\_\_\_

**REASON FOR REQUEST** (land development, land division, City utility connection, etc) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant's interest in property \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Adjacent property under same ownership (list tax lot ID) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*If same as applicant, mark SAME.* If there is more than one property owner, please attach additional sheets as necessary.

### OFFICE USE ONLY

120 day time limit Accepted as complete \_\_\_\_\_ Final decision by \_\_\_\_\_

DLCD 45-day notice required Y/N Date mailed \_\_\_\_\_ Date of first hearing \_\_\_\_\_

Planning Commission hearing date \_\_\_\_\_ Notice mailed \_\_\_\_\_

Notice to media Publication date \_\_\_\_\_ Emailed \_\_\_\_\_

Notice of Decision Date mailed \_\_\_\_\_ Appeal deadline \_\_\_\_\_

Associated applications \_\_\_\_\_

**STRUCTURES** Please indicate the type and number of structures on the site

Single Family Residence(s) \_\_\_\_\_ Multi Family Residence(s) \_\_\_\_\_  
Manufactured Home(s) \_\_\_\_\_ Travel Trailer(s) \_\_\_\_\_  
Other residential structure(s) \_\_\_\_\_ Barn/other ag building(s) \_\_\_\_\_  
Commercial building(s) \_\_\_\_\_ Industrial Building(s) \_\_\_\_\_  
Accessory buildings/structures \_\_\_\_\_ Other \_\_\_\_\_

**SERVICE PROVIDERS** Please indicate which of the following services are provided on the property

**Water** City of Umatilla \_\_\_\_\_ Well \_\_\_\_\_ Other/None \_\_\_\_\_

**Sewer** City of Umatilla \_\_\_\_\_ Septic \_\_\_\_\_ Other/None \_\_\_\_\_

Does the property have access to **City streets**? (Y/N, please explain what and where) \_\_\_\_\_

Does the property have access to **County Roads**? (Y/N, please explain what and where) \_\_\_\_\_

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

**LIVESTOCK** Please list the number and type of all livestock currently present on the property (*horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs*) \_\_\_\_\_

**BUSINESSES** Are any businesses operating on the property? If yes, please describe. \_\_\_\_\_

*All businesses operating within the City of Umatilla must obtain a Business License.*

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?

### **SUBMITTAL REQUIREMENTS**

The following items must be completed upon submittal of an annexation application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or [www.co.umatilla.or.us/records.htm](http://www.co.umatilla.or.us/records.htm).

1. \_\_\_\_\_ Original, signed Annexation **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink.
2. \_\_\_\_\_ Copies of the **deed(s)** for the property under consideration, and a **legal description** of the property if not shown on the deed(s).
3. \_\_\_\_\_ Original **Annexation Questionnaire** (page 3). This information is required for census purposes.
4. \_\_\_\_\_ Original, signed confidential **Census Information Form** (page 4). This information is required for census purposes.
5. \_\_\_\_\_ Original, signed **Petition for Annexation form**. The form must be signed by ALL property owners listed on the Umatilla County tax rolls and by at least 50 percent of the registered voters residing on the property.
6. \_\_\_\_\_ The appropriate **fee**.

**Please note: The City must provide notice to the Department of Land Conservation and Development (DLCD) a minimum of 35 days prior to the Planning Commission hearing.**

# ANNEXATION QUESTIONNAIRE

The information on this form will be used to certify annexed population.

**Return form to:**  
 Population Research Center  
 PO Box 751 – PRC  
 Portland State University  
 Portland, OR 97207-0751

City of Umatilla, County of Umatilla

Annexation Ordinance number of Final Order number \_\_\_\_\_

Effective Date of Annexation \_\_\_\_\_

Please fill in all blanks on this form and attach all completed confidential census forms for all housing units both vacant and occupied. **Use one sheet for each inhabitable unit.** Make blank copies if necessary.

NOTE: Certifying annexations of 125 or more housing units requires an enumeration to be conducted under the supervision of the Population Research center and a census must be scheduled.

<b>Inventory of housing units and Population at time of Annexation</b>				
	Total	Occupied	Vacant	Persons
Units in single family structures				
Units in multiple family structures				
Mobile homes or trailers				
<b>TOTALS</b>				

Date of enumeration (count) \_\_\_\_\_

Enumerated by \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

City contact person and title \_\_\_\_\_ Phone \_\_\_\_\_

The information from this completed questionnaire and census forms are the only data used to certify annexed population. Please **DO NOT** send maps, copies of the final ordinance, lists of addresses, etc. to our office unless you are requested to do so.

If there are any questions, or to schedule a census, contact Risa Proehl at the Population Research Center (503) 725-5103 or proehl@pdx.edu. Thank you.

# CONFIDENTIAL

Census Form

Use one form per housing unit

City of Umatilla

Address \_\_\_\_\_

**Housing Type** \_\_\_\_\_ **Tenure** *(check the appropriate boxes)*

Single Unit Structure \_\_\_\_\_ Owner Occupied \_\_\_\_\_

Multiple Unit Structure \_\_\_\_\_ Renter Occupied \_\_\_\_\_

Trailer or Mobile Home \_\_\_\_\_ Vacant \_\_\_\_\_

Seasonal \_\_\_\_\_

**RESIDENTS:**

**Last name**

**First name**

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

**POPULATION RESEARCH CENTER**

Portland State University

PO Box 751 – PRC, Portland, OR 97207-0751

(503) 725-3922