



**TONQUIN EMPLOYMENT AREA
PROPERTY OWNER'S CHECKLIST FOR
ANNEXATION REQUEST TO THE CITY OF SHERWOOD**

Submit the following to the City of Sherwood Planning Department, 22560 SW Pine Street, Sherwood, OR 97140: (503) 925-2308.

- Fee- \$7,500.** Applicants are required to pay the \$7,500 filing fee which will be applied to all costs related to processing the annexation application. Money not used for costs will be returned to the applicant.
- An original and one copy of the enclosed packet titled **Annexations to the City of Sherwood.**
- Mailing labels:** Submit two (2) sets of mailing labels for property owners within 100 feet of the outside edge of the territory to be annexed. Mailing labels can be obtained from a private title insurance company.
- Submit a list of all property owners and registered voters in the area to be annexed regardless of whether they signed the annexation petition or not.
- Electronic copy of all items.

Steps Following Application Submittal to the City of Sherwood:

The City of Sherwood will check the forms. If the fee and information is provided, the City will review it in detail for completeness. If complete, the City will prepare a staff report and schedule a public hearing before the Sherwood City Council.

Annexations to the City of Sherwood

There are three methods of owner initiated annexation. These methods are described below and the information needed to initiate either method is covered in this application. While a vote of the citizens of the City of Sherwood is typically required in all three methods, the required vote of Sherwood residents has already occurred for the land within the Tonquin Employment Area (TEA). Sherwood voters approved the annexation of property within the TEA on November 6, 2012. This vote allows the City Council to approve future annexation applications from individual property owners in the TEA after a public hearing if the proposed annexation complies with applicable state, regional and local laws.

Double Majority: An annexation where the majority of electors and a majority of the landowners in the proposed annexation area have agreed to annex into the City. In this instance, a majority of the landowners, and at least 51% of the registered voters within the area to be annexed, must support the annexation.

Triple Majority: An annexation method that requires consent from a majority of the landowners who own a majority of real property and a majority of the assessed value of land within the area that is to be annexed. This method does not require that 51% of the registered voters in the area to be annexed support the application.

Super Majority: An annexation method where more than 50% of the registered voters within the affected territory and 100% of the property owners within the affected territory support the annexation.

I. Application Process for Property Owners and Registered Voters

PLEASE READ ALL INSTRUCTIONS BEFORE FILING A PETITION WITH THE CITY

Step 1: Complete the Petition

The packet requires submittal of the following items:

A Signed Petition

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. If there are multiple owners, each signer is counted in proportion to the size of their ownership. If a corporation owns land, the corporation is considered the individual owner, and the form must be signed by an officer of the corporation who has the right to sign on behalf of the corporation.

A Legal Description

Submit two copies of a metes and bounds legal description of the territory to be annexed. This description should be inserted in or attached to the 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 Washington County Assessment and Taxation Office.) If the legal description contains any deed or book and page references, legible copies of these records must be submitted with the legal description.

Maps

Submit two copies of the ¼ section map. This should be the latest County Assessor's ¼ section map (or maps) which indicates the territory to be annexed. Outline the area to be annexed on the maps with a red marker or pencil. (*1/4 Section maps can be obtained from the Washington County Assessment and Taxation Department in Hillsboro*)

Notice List and Labels

Two (2) sets of mailing labels for property owners within 100 feet of the outside edge of the territory to be annexed. Mailing labels can be obtained from a private title insurance company. Additionally, you must submit a list of all property owners and registered voters in the area to be annexed regardless of whether they signed the annexation petition or not. (*Mailing labels may be obtained from a title company or the Washington County Land Use and Transportation Department in Hillsboro*)

Information Sheet

A complete *Boundary Change Data Sheet* found in the Packet.

Worksheet for Annexation

A *Worksheet for Annexation to the City of Sherwood* can be found in the Packet. Fill out the worksheet to help verify that all requirements are met.

Annexation Questionnaire

A completed *Annexation Questionnaire* found in the Packet.

Step 2: Have the Washington County Assessment and Taxation Department:

- A. Certify the property owner signatures using the *Certification of Property Ownership* form found in the Packet (all methods).
- B. Certify the assessed value for the properties on the *Certification of Assessed Value* form found in the Packet (for the Triple Majority Method).
- C. Certify the map and legal description using the *Certification of Legal Description and Map* form found in the Packet.

Step 3: Have the Washington County Elections Department:

Certify the signatures of the registered voters by completing the *Certification of Registered Voters* form found in the Packet (for the Double Majority and Super Majority Method). Do this even if the property is vacant. In that case they certify that there are no registered voters in the affected territory.

Step 4: Submit Application to the City of Sherwood

Submit all materials, including the filing fee, to the City of Sherwood Planning Department.

II. City Review and Action

The following steps are completed by the City after an annexation application has been submitted:

Step 1: Compliance Review

Submitted materials are checked for compliance with the requirements of state statutes and Metro Code Section 3.09 requirements. (Completed within 30 days)

Step 2: Public Hearing Date Set

The proposal will be set for a hearing by the City Council at the next hearing date for which all the requirements of the Metro Code and state statutes can be met.

Step 3: Public Hearing Notice

Notice of the public hearing will be sent to service providers in the area, to the applicant, to adjacent property owners and to appropriate neighborhood or community organizations. Notice of the hearing will be posted in and around the territory to be annexed. The hearing will also be advertised twice in a newspaper of general circulation in the area.

Step 4: Staff Study and Report

A staff report will be prepared. The report will address the information and criteria specified in the Metro Code.

A. The staff report must include the following information:

1. The extent to which urban services are available to serve the affected territory, including any extra territorial extensions of service;
2. Whether the proposed boundary change will result in the withdrawal of the affected territory from the legal boundary of any necessary party; and
3. The proposed effective date of the boundary change.

B. The staff report must address the following criteria:

1. Find that the change is consistent with expressly applicable provisions in:
 - a. Any applicable urban service agreement adopted pursuant to ORS 195.065;
 - b. Any applicable annexation plan adopted pursuant to ORS 195.205;
 - c. Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;
 - d. Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services;
 - e. Any applicable comprehensive plan; and
 - f. Any applicable concept plan.

2. Consider whether the boundary change would:
 - a. Promote the timely, orderly and economic provision of public facilities and services;
 - b. Affect the quality and quantity of urban services; and
 - c. Eliminate or avoid unnecessary duplication of facilities or services.
3. A city may not annex territory that lies outside the UGB, except that it may annex a lot or parcel that lies partially within and partially outside the UGB.

Step 5: Public Hearing

The City Council holds a public hearing to consider the annexation request. At the hearing the Council will consider the criteria outlined in the Metro Code and addressed in the staff report. At the conclusion of the hearing, the Council will vote on the item and make a determination.

III. Agency Review and Recordation

If the Council supports the annexation, the City initiates the following agency review and recordation process:

Step 1: Department of Revenue

Following the final decision, the City shall send its final decision, with the map, legal description and other supporting materials required by law, to the Oregon Department of Revenue (DOR). The DOR will review the materials to determine whether they are in final approval form and notify the City of its determination.

Step 2: Metro

After receiving DOR determination, the City sends its final determination, along with supporting material and DOR determination, to Metro.

- A. Metro records and maps the final decision and sends it to the Secretary of State (SOS), the City, Washington County Assessor's and Elections offices – making the final decision effective on the date of Metro's submission.
- B. SOS will send filing letter to Metro.
- C. Metro posts the final decision, supporting materials, DOR determination, and SOS filing letter on Metro website.

TO THE COUNCIL OF THE CITY OF SHERWOOD, OREGON:

We, the undersigned owner(s) of the property described in **Attachment A** (Legal Description(s)) and/or elector(s) residing at the referenced location(s), hereby petition for, and give consent to, Annexation of said property to the City of Sherwood.

LEGEND:

PO - Property Owner

RV - Registered Voter

OV - Property Owner & Registered Voter

PAGE _____ OF _____

SIGNATURE	PRINTED NAME	I AM A			ADDRESS	PROPERTY DESCRIPTION		ASSESSED VALUE
		PO	RV	OV		Parcel Number	Parcel Size	

NOTE: This petition may be signed by any qualified persons even though they may not know their property description or precinct number.

**THIS SECTION IS TO BE COMPLETED BY THE
WASHINGTON COUNTY ASSESSMENT AND TAXATION DEPARTMENT**

CERTIFICATION OF PROPERTY OWNERSHIP
(All Methods)

I hereby certify that the attached petition for a proposed boundary change (annexation) of the territory described in Attachment A of the petition contains the names of the owners* of the land area within the annexation area described, as shown on the last available complete assessment roll.

NAME: _____

TITLE: _____

DEPARTMENT: _____

COUNTY OF: _____

DATE: _____

* "Owner" means the legal owner of record or, where there is a recorded a 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 relation to the interest of the other owners and the same fraction shall be applied to the parcel's land mass and assessed value for purposes of the consent petition. If a corporation owns land in territory proposed to be annexed, the corporation shall be considered the individual owner of that land.

**THIS SECTION IS TO BE COMPLETED BY THE
WASHINGTON COUNTY ASSESSMENT AND TAXATION DEPARTMENT**

**CERTIFICATION OF LEGAL DESCRIPTION AND MAP
(All Methods)**

I hereby certify that the description of the property included within the attached petition (located on Assessor's 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.

NAME: _____

TITLE: _____

DEPARTMENT: _____

COUNTY OF: _____

DATE: _____

**THIS SECTION IS TO BE COMPLETED BY THE
WASHINGTON COUNTY ELECTIONS DEPARTMENT**

**CERTIFICATION OF REGISTERED VOTERS
(Double and Super Majority Methods)**

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

NAME: _____

TITLE: _____

DEPARTMENT: _____

COUNTY OF: _____

DATE: _____

**THIS SECTION IS TO BE COMPLETED BY THE
WASHINGTON COUNTY ASSESSMENT AND TAXATION DEPARTMENT**

**CERTIFICATION OF ASSESSED VALUE
(Triple Majority Method)**

I hereby certify that the attached petition for a proposed boundary change (annexation) of the territory described in Attachment A of the petition contains the current assessed value for the properties within the annexation area described, consistent with the last available complete assessment roll.

NAME: _____

TITLE: _____

DEPARTMENT: _____

COUNTY OF: _____

DATE: _____

BOUNDARY CHANGE DATA SHEET

I. EXISTING CONDITIONS IN AREA TO BE ANNEXED OR WITHDRAWN

A. General location: _____

B. Land Area: Acres _____ or Square Miles _____

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

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

North: _____

East: _____

South: _____

West: _____

E. Existing Land Use:

Number of single-family units _____

Number of multi-family units _____

Number of commercial structures _____

Number of industrial structures _____

Public facilities or other uses _____

What is the current use of the land proposed to be annexed: _____

F. Total current year Assessed Valuation: \$ _____

G. Total existing population: _____

II. REASON FOR BOUNDARY CHANGE

A. The Metro Code spells out criteria for consideration (Metro Code 3.09.050). Considering these criteria, please provide the reasons the proposed boundary change should be made. Please be very specific. Use additional pages if necessary.

B. 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.

III. LAND USE AND PLANNING

A. Is the subject territory inside or outside of the Metro Regional Urban Growth Boundary?

B. What is the applicable County Planning Designation? _____

Or City Planning Designation? _____

Does the proposed development comply with applicable regional, county or city comprehensive plans?
Please describe.

C. What is the zoning on the territory to be served?

D. Can the proposed development be accomplished under current county zoning?

____ Yes ____ No

If No,---has a zone change been sought from the county either formally or informally?

____ Yes ____ No

Please describe outcome of zone change request if answer to previous questions was Yes.

- E. Please indicate all permits and/or approvals from a City, County or Regional Government which will be needed for the proposed development. If already granted, please indicate date of approval and identifying number:

APPROVAL	PROJECT FILE NO.	DATE OF APPROVAL	FUTURE REQUIREMENT
Metro UGB Amendment			
City of County Plan Amendment			
Pre-Application Hearing (City or County)			
Preliminary Subdivision Approval			
Final Plat Approval			
Land Partition			
Conditional Use			
Variance			
Sub-Surface Sewage Disposal			
Building Permit			

Please submit copies of proceedings relating to any of the above permits or approvals which are pertinent to the annexation.

- F. If a city and/or county-sanctioned citizens' group exists in the area of the annexation, please list its name and address of a contact person.

IV. SERVICES AND UTILITIES

- A. Please indicate the following:

1. Location and size of nearest water line that can serve the subject area.

2. Location and size of nearest sewer line which can serve the subject area.

3. Proximity of other facilities (storm drains, fire engine companies, etc.) which can serve the subject area.

4. The time at which services can be reasonably provided by the city or district.

5. The estimated cost of extending such facilities and/or services and what is the method of financing. (Attach any supporting documents.)

6. Availability of desired service from any other unit of local government. (Please indicate the government.)

B. If the territory described in the proposal is presently included within the boundaries of or being served extraterritorially or contractually by, any of the following types of governmental units please so indicate by stating the name or names of the governmental units involved.

City _____	Rural Fire Dist _____
County Service Dist. _____	Sanitary District _____
Hwy. Lighting Dist. _____	Water District _____
Grade School Dist. _____	Drainage District _____
High School Dist. _____	Diking District _____
Library Dist. _____	Park & Rec. Dist. _____
Special Road Dist _____	Other District Supplying Water Service _____

C. If any of the above units are presently servicing the territory (for instance, are residents in the territory hooked up to a public sewer or water system), please so describe.

V. APPLICANT INFORMATION

APPLICANT'S NAME _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____ (Work)

_____ (Res.)

REPRESENTING _____

DATE _____

WORKSHEET FOR ANNEXATION TO THE CITY OF SHERWOOD

Please list all properties/registered voters included in the proposal. (If needed, use separate sheets for additional listings.)

****PROPERTY INFORMATION** (ALL METHODS)**

PROPERTY DESIGNATION (Tax Lot Numbers)	NAME OF PROPERTY OWNER	TOTAL ACRES	ASSESSED VALUE OF THE PROPERTY	SIGNED PETITION	
				YES	NO
TOTALS:					

****PROPERTY INFORMATION** (ALL METHODS)**

ADDRESS OF REGISTERED VOTER	NAME OF REGISTERED VOTER	SIGNED PETITION	
		YES	NO
TOTALS:			

****SUMMARY****

TOTAL NUMBER OF REGISTERED VOTERS IN THE PROPOSAL: _____

NUMBER OF REGISTERED VOTERS WHO SIGNED THE PETITION: _____

PERCENTAGE OF REGISTERED VOTERS WHO SIGNED THE PETITION: _____

TOTAL ACREAGE IN THE PROPOSAL: _____

ACREAGE SIGNED FOR: _____

PERCENTAGE OF ACREAGE SIGNED FOR: _____

TOTAL NUMBER OF SINGLE-FAMILY UNITS: _____ TOTAL NUMBER OF COMMERCIAL STRUCTURES: _____

TOTAL NUMBER OF MULTI-FAMILY UNITS: _____ TOTAL NUMBER OF INDUSTRIAL STRUCTURES: _____