



PLANNING DEPARTMENT

ANNEXATION APPLICATION

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business): _____ (Residence) _____

2. AGENT INFORMATION (Owner's consent required)

Name _____
Address _____ City _____
State _____ Zip Code _____
Email _____
Telephone (Business): _____ (Residence) _____

3. PROJECT DESCRIPTION

Address (if any): _____

Map #: _____ Tax Lot #(s): _____

Acreage of Annexation Area: _____

Comprehensive Plan Map Designation: _____

Existing Zone: _____

Southeast Plan Map Designation (if applicable): _____

List any land use application file numbers (including pre-applications) associated with this subject property:

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4. REQUIRED SUBMITTALS

Application Form (signed)

Assessor's Map of area to be annexed

- Show parcels for which *Consents to Annex* have been acquired
- Show adjacent right-of-way (ROW) to be annexed (check with staff to determine ROW to be included)

Signed and notarized consent forms (for either individual owner, elector, or corporate owner)

- Include consent form for each property
- Include a copy of a deed, or other document, verifying ownership of each property

Consent to Annex Form

Separate Agreement Making Consent Irrevocable Form

Restrictive Covenant waiving Measure 37 claims for combined annexation and zone change

Current assessed valuation on Jackson County's assessor's rolls (see attached)

Map and tax lot for each parcel

Acreages of private property and public ROW to be annexed

Addresses of all dwelling units & business within annexation area

Names of all residents & whether they are registered voters

Existing land uses, zoning, and improvements (i.e. Water systems, streets, sanitary sewer, and storm water drainage) within annexation area

Special districts within annexation area (i.e. Water, irrigation, fire, school, sewer, etc.)

Completed census information sheet for all parcels (including names, sex, and age)

Written Findings of Fact indicating compliance with annexation criteria 1-3 of Section 10.197 (see attached)

Mailing Labels (see example)

- To include name, address, and map & tax lot number of each property within 200-foot of annexation area

Fees:

- \$1,280
- Fees are due at time of project submittal.
- Checks shall be made payable to *City of Medford*.

Mailing Label Example:

372W19DB Tax Lot 3700

Jane and John Jones
000 Delta Waters Road
Medford, OR 97504

NOTE: A legal description of the entire area to be annexed will be required once the project area (including any right-of-way) has been determined by Staff. Staff will contact you when the area has been determined. The legal description must be submitted digitally, in either Microsoft Word or ASCII text format.

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5. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ Applicant Agent Owner

If any wetlands exist on the site, it is the applicant's responsibility to apply for a permit to the Division of State Lands and Army Corps of Engineers before any site work begins.

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WHAT IS AN ANNEXATION:

Annexation is the action taken to incorporate land into a city. The State requires that property being annexed to a city be next to the city and within the city's Urban Growth Boundary.

The final approving authority for an annexation is the City Council. However, before the Council makes a decision, the Planning Department staff makes a recommendation concerning the proposed annexation. When an application is received, the Planning Department analyzes the information supplied by the applicant, as well as information supplied by other potentially affected departments and agencies. At that time, the City determines what new City zoning will be applied to the property when it is annexed. The City applies the City zone that is the most comparable to the County zone on the property at the time of annexation.

At the City Council meeting, a public hearing is held, and the City Council makes a final decision to approve or deny the annexation. After the city has approved the annexation, further processing occurs, including an appeal period of 21 days.

FINDINGS OF FACT:

For the City Council to approve an annexation, they must find that certain requirements and criteria are met. It is the responsibility of the applicant to submit findings indicating compliance with the annexation approval criteria, which include:

1. The subject property is within the City's Urban Growth Boundary.
2. The land is contiguous to the current City limits.
3. Unless the land being considered is enclaved by the City or the City decides to hold an election, a majority of the landowners and/or electors have consented in writing to the annexation.

The applicant need only make a statement verifying these facts in the Findings of Fact.

There are two different consent requirements that may apply, depending on whether electors are involved. The requirements, found in State law (ORS 222.170), are summarized below:

- a. If there are no electors (registered voters) residing in the area to be annexed, then a majority of the property owners who own a majority of the land, representing a majority of the assessed value of the land, must consent in writing to the annexation. This is referred to as the "triple majority."
- b. If there are electors residing in the area to be annexed, then a majority of both the property owners and the electors must consent in writing to the annexation. This is referred to as the "double majority."

It is the responsibility of the applicant to obtain consents. The consent forms may be obtained from the Planning Department, and must be signed by the consenting parties and notarized.

The preferred way to present the findings for this requirement is to make a chart that indicates for each parcel of land, the map and tax lot number, the address(es) of any residence or business (include the name of the business), the acreage, the assessed valuation (including improvements), the type of improvement (if any), the number of electors residing on the property, the number of owners of the property, and whether or not the electors and owners are consenting.

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**CONSENT TO ANNEXATION
INDIVIDUAL OWNER:**

Consent is hereby given to the annexation by the City of Medford, Oregon of the following described real property:

Map and Tax Lot: _____ Address: _____

Legal Description:

in the corporate limits of said city, which is owned by the undersigned

DATED this _____ day of _____, 20_____.

STATE OF OREGON)

County of Jackson) ss
)

On this _____ day of _____, 20_____, personally appeared

_____,
who, being duly sworn did acknowledge the foregoing instrument to be his/her/their voluntary act and deed.

Notary Public for Oregon
My Commission expires _____

Filed with the City of Medford this _____ day of _____, 20_____.

Planning Director or designee

ANNEXATION APPLICATION

The undersigned is/are the record owner/s of the property described as:

Map and Tax Lot: _____ Address: _____ which is subject to the attached consent to annexation and separate agreement making the consent irrevocable.

As part of the contract consent to annexation and zone change, and in consideration of the city accepting the application for annexation and zone change, the undersigned hereby waives any rights and claims for compensation as a result of the enactment or enforcement of land use regulations by the City of Medford, arising under 2007 Oregon Ballot Measure 37 and future versions thereof.

This waiver shall bind the undersigned, their agents, heirs, successors and assigns, and shall constitute a covenant running with the land, and may be recorded in the official records of the county in which the subject real property is located.

DATED this _____ day of _____, 20____.

STATE OF OREGON)
) ss
County of Jackson)

On this _____ day of _____, 20____, personally appeared _____, who, being duly sworn did acknowledge the foregoing instrument to be his/her/their voluntary act and deed.

Notary Public for Oregon _____

My commission expires: _____

FILED with the CITY OF MEDFORD this _____ day of _____, 20____

Planning Director or Designee

CONFIDENTIAL Census Form

Use one form per housing unit

City of _____

Address _____

Housing Type:

- Single Unit Structure
- Multiple Unit Structure
- Trailer or Mobile Home

Tenure:

- Owner Occupied
- Renter Occupied
- Vacant
- Seasonal

Residents:

Last Name

First Name

Respondent:

_____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____

POPULATION RESEARCH CENTER
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