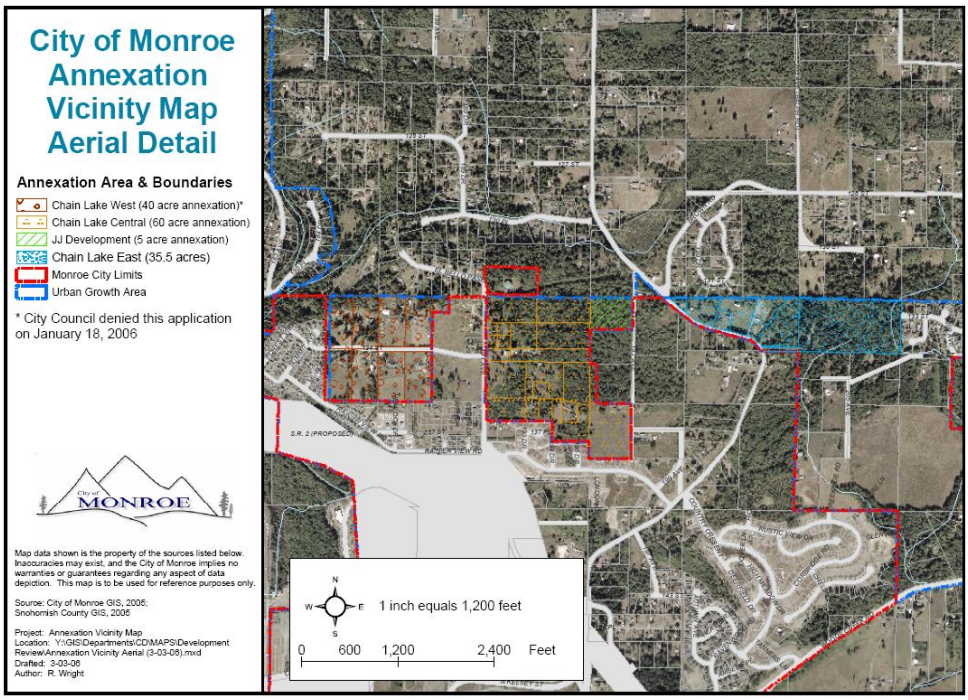
Planning & Permitting Division
Permit Assistance Center

ANNEXATION PETITION METHOD APPLICATION PACKET



Contents

- *Submittal Checklist*
- *Combined permit application*
- *Additional information*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Updated 2014 – Please verify accuracy of this information / form prior to submitting.

806 West Main Street, Monroe, WA 98272 Phone (360) 794-7400 Fax (360) 794-4007 www.monroewa.gov

City of Monroe
806 West Main Street
Monroe, WA 98272
360-794-7400

ANNEXATION
SUBMITTAL COMPLETENESS CHECKLIST

Project name:		**Accepted by/Date:**	
Project address:		**File number:**	

THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
Indicate the sheet number for each item in the left-hand column.

10% Petition Annexation GENERAL PROJECT DATA

Sheet #	N/A	Office Use Only		Reference
			One original Combined Permit Application	MMC 18.82.030(A)
			Fees per current effective Fee Resolution	MMC 18.40.020.(A)((1)
			Notice of Intention to Commence Annexation letter by property owners of not less than 10% in value of the property within the annexation area. (See attached example.)	RCW 35A.14.120
			Snohomish County Assessor's map which clearly depicts the following information: 1) proposed annexation boundary 2) agreage of proposed annexation 3) Monroe corporate limits in relationship to proposed annexation area.	
			Vicinity map showing: 1) proposed annexation boundary 2) Monroe corporate limits in relationship to proposed annexation area 3) Boundaries of any special purpose districts 4) current and proposed zoning	
			Draft legal description.	

60% Petition Annexation GENERAL PROJECT DATA

If the annexation 10% petition is accepted by City Council the following items must be submitted:

			Legal description of area to be annexed as submitted or geographically modified stamped by a surveyor licensed within the State of Washington.	
			Map of area to be annexed as submitted or geographically modified.	
			Petition containing not less than 60% of the property owner signatures. (The city will provide petitions for collecting signatures.)	

NOTES:

The City may require additional information not specified in the submittal requirements when such information is necessary to assure compliance with the Monroe Municipal Code per MMC 18.82.030(K).

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FOR OFFICE USE ONLY
PERMIT #(s) _____
_____
_____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00

Building

- ❑ Commercial T/I
- ❑ Demolition
- ❑ Garage/Carport
- ❑ Mechanical
- ❑ New Construction (Commercial/Residential)
- ❑ Plumbing
- ❑ Racking
- ❑ Residential Remodel
- ❑ Sign
- ❑ Other _____

Operations

- ❑ Engineering Review
- ❑ Fencing
- ❑ Grading
- ❑ Retaining wall
- ❑ Rockery
- ❑ Right-of-Way Disturbance
- ❑ Special Flood Hazard Area
- ❑ Utility Service
- ❑ Other _____

Fire

- ❑ Fire Alarm
- ❑ Fire Sprinkler
- ❑ High Piled Storage
- ❑ Hood Suppression
- ❑ Operational
- ❑ Spray Booth
- ❑ Tents & Canopies
- ❑ Other _____

Land Use

- ❑ Accessory Dwelling Unit
- ❑ Boundary Line Adjustment /Lot Consolidation
- ❑ Conditional/Special Use
- ❑ Land Clearing/Forest Practices
- ❑ Planned Residential Development
- ❑ Shoreline Permit
- ❑ Short Plat
- ❑ Subdivision/Plat
- ❑ Variance
- ❑ Other _____

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (_____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (_____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (_____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (_____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

****Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

City of Monroe
Land Use Permit Application- Page 2

Give a detailed description below of the proposal / work. Provide details specific to your application e.g., current and proposed lot sizes, number of lots, description of driveway, description of proposed business including hours of operation, number of employees, existing and proposed parking spaces.

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at (800) 548-8829 for tax reporting information or to receive a tax number):

_____

Detailed Description of work:

_____

_____

_____

_____

_____

_____

_____

_____

_____

FOR OFFICE USE ONLY

Planning Application Fee:_____ Publication Fee:_____

Fire Plan Check Fee:_____ Mailing Fee: _____

SEPA Fee: _____ Technology Fee:_____

TOTAL FEES:_____

In order to process a petition method annexation, the proponent of the annexation proposal is encouraged to schedule a Pre-Annexation Review meeting prior to submitting a *Notice of Intention to Commence Annexation* letter. At that time, the Community Development Department will provide the applicant feedback regarding conformance with Snohomish County Boundary Review Board criteria found in RCW 36.93.180 and regarding the petition annexation process, steps and timing. Please call 360.794.7400 for a meeting date and time.

Annexation Petition Method Process (RCW 35A 14.120 - 150)

Direct petition method — Notice to legislative body (RCW 35A.14.120)

The initiating party or parties, who shall be the owners of not less than ten percent in value, of the property within the proposed annexation area, shall notify the City in writing of their intention to commence annexation proceedings**.**

The City Council shall set a date, within 60 days after the filing of the request to meet with the initiating parties to determine if the City will accept, reject, or geographically modify the proposed annexation; whether the City will require the simultaneous adoption of a proposed zoning regulation; and if the City will require the assumption of all or a portion of existing city indebtedness.

If City Council REJECTS the *Notice of Intention to Commence Annexation,* the proposed annexation will be denied and the initiating parties have no right of appeal.

If City Council ACCEPTS the *Notice of Intention to Commence Annexation*, as submitted or geographically modified, the proponent is required to circulate a petition, to affected property owners, containing:

1. The legal description and map of the area to be annexed;
2. The adoption of a proposed zoning regulation; and
3. If the annexation will require the assumption of all or any portion of city indebtedness by the area to be annexed

The owners of not less than 60 percent of the assessed value of the annexation area must sign the petition. After receiving the petition(s), the city will send it to the Snohomish County Assessor's office for verification. Petition signatures are valid for 180 days.

Following RCW 35A.01.040, an acceptable signature shall consist of one of the following:

1. Signature of the property owner of record as determined by the County Auditor;
2. Signature of the mortgagor;
3. Signature of a contract purchaser as shown by County Auditor;
4. Any officer of a corporation owning land within the area may sign on behalf of such corporation and shall attach a certified excerpt from the bylaws of such corporation showing authority or an affidavit;
5. Signature of the executor, administrator or guardian of the owner of the property, in case of the owner being deceased or when a guardian or administrator has been appointed for the owner; and
6. Property owned by multiple owners, signature of one owner designated by multiple owners.

Direct petition method — Notice of hearing (RCW 35A.14.130)

After verification of signatures, City Council will set a date for a public hearing and publish the notice of the hearing in a newspaper of general circulation in the city. The notice shall also be posted in three public places within the proposed annexation area, and shall specify the time and place of hearing.

Annexation Additional Information - Page 2

If required, the applicant will prepare an environmental checklist on a proposed zoning regulation and the City will issue a Threshold Determination prior to the hearing. If a zoning change is proposed the City must hold at least two public hearings at least 30 days apart on the zoning regulation, following RCW 35A.14.340.

The annexation will be evaluated on the following Comprehensive Plan Goals and Policies:

Allow annexations to occur when the City determines that it is beneficial to provide urban services to an area contiguous to the City to promote growth at prescribed urban densities, it is in the best interest of the City, and it is feasible to extend such services and facilities without burdening its financial resources.	Comprehensive Plan Land Use Element Goal LUG-6
Area to be annexed is contiguous to the City and within the Urban Growth Area (UGA).	Comprehensive Plan Land Use Element Policy LUP-6.1
Area to be annexed can be developed at a sufficient density to warrant the extension of services.	Comprehensive Plan Land Use Element Policy LUP-6.2
Qualitative advantages both to the City and to the area to be annexed outweigh any disadvantages associated with the annexation.	Comprehensive Plan Land Use Element Policy LUP-6.3
Urban services can be provided to a newly annexed area within a reasonable time period	Comprehensive Plan Land Use Element Policy LUP-6.4
Area to be annexed is based on natural features, that make the city boundaries more regular or where the area to be served provides for a logical extension of city services and is within the UGA.	Comprehensive Plan Land Use Element Policy LUP-6.6
Area to be annexed preserves the existing neighborhood character and identity consistent with the goals and policies of the Comprehensive Plan.	Comprehensive Plan Land Use Element Policy LUP-6.7
Document and assess the following factors : 1. Extent, quality, and/or quantity of urban services and facilities already existing in areas to be annexed. 2. Extent, quality, and/or quantity of urban services and facilities to be supplied after annexation. 3. Costs of furnishing needed services. 4. Amount of potential revenue from annexation areas (e.g. property tax and other sources). 5. Financial balance (excess of costs or excess of revenue).	Comprehensive Plan Land Use Element Policy LUP-6.8
Follow procedures for annexation in accordance with state regulations and the review process of the Snohomish County Boundary Review Board	Comprehensive Plan Land Use Element Policy LUP-6.9

Direct petition method — Ordinance providing for annexation (RCW 35A.14.140)

Following the public hearing, the City Council may annex all or any portion of the proposed area and establish zoning regulations by ordinance.

Upon passage of the annexation ordinance, a certified copy shall be filed with the Boundary Review Board.

The Boundary Review Board may approve, modify, divide assets and functions, or deny the proposal following RCW 36.93.180. If there is no hearing before the Boundary Review Board, the Notice of Intention is deemed approved after the 45-day period elapses.

The Boundary Review Board then sends the City, either its written Hearing Decision or a letter noting the 45-day period has expired and a hearing had not been requested.

Direct petition method — Effective date of annexation (RCW 35A.14.150)

Upon the date fixed in the ordinance of annexation, the area annexed shall become part of the city and is subject to the same taxation, comprehensive plan, and zoning regulations.

SAMPLE LETTER: NOTICE OF INTENTION TO COMMENCE ANNEXATION

TO: The Monroe City Council
806 West Main Street
Monroe, WA 98272

RE: Property owners "Notice of Intention to Commence Annexation:
(TITLE of ANNEXATION e.g. Jones Annexation)

We, the undersigned, who are the property owners of not less than ten percent in assessed value of the proposed area to be annexed, according to the Snohomish County Tax Assessor's current records, hereby advise the Monroe City Council that the undersigned residents desire to commence annexation proceedings. Attached hereto are Exhibit A, which contains the signatures of the property owners (see attachment next page) of this Notice of Intention; Exhibit B, which contains the property's legal description; and Exhibit C that includes a map depicting the intended boundaries of the annexation.

We, the undersigned, request that the Monroe City Council set a date within 60 days after the filing of this request to meet with the undersigned to determine:

1. Whether the City Council will accept, reject, or modify the proposed annexation;

2. Whether the City Council will require the adoption of zoning for the proposed area in compliance with the current Comprehensive Plan, adopted by Chapter 18.01 of the Monroe Municipal Code; and

3. Whether the City Council will require property owners within the proposed annexation area to assume existing City indebtedness.

Applicant's Signature

Attachments: Exhibit A – List of property owner signatures
Exhibit B – Property's Legal description
Exhibit C – Map showing intended annexation boundaries

Signatures of Property Owners of this Notice of Intention to Annex

TOTAL GEOGRAPHIC AREA OF PROPOSED ANNEXATION _____ Acres

PERCENT OF TOTAL ASSESSED VALUATION BY SIGNATURE: _____%

	OWNER'S SIGNATURE	PRINTED NAME	OWNER'S ADDRESS	PARCEL NUMBER REPRESENTED	DATE SIGNED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					