

APPLICATION CHECKLIST FOR ANNEXATION REVIEW

This checklist has been prepared to assist applicants in submitting an application that includes all the submission requirements in Section 17.12.210. Please note that this checklist may paraphrase the requirements from the Code. It is the applicant's responsibility to read and understand the requirements of the Code. Review of an application will not begin until a complete application has been submitted. If you have questions, contact the Planning Department.

- Property Owner Authorization: If the applicant is not the owner of the property, the application must include written indication of the applicant's right to file the application. This may be a purchase and sale agreement, an option or other document that gives the applicant some legal interest in the property. If the applicant is to be represented by another individual (planning consultant, engineer, attorney) the application must be accompanied by a notarized statement certifying that the applicant's representative has the authorization of the applicant(s) to file the application.
- A site plan drawn to a scale of 1 inch equals not more than 50 feet showing:
 - A north point and graphic scale
 - Tax map and tax lot numbers.
 - Boundary lines of the parcel to be annexed and area of the property in acres or square feet.
 - Neighboring streets and roads.
 - Existing uses of the property
- Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 300 feet of the perimeter of the parcel shall be shown on the vicinity map.
- Conceptual Plan: If the application for annexation is not accompanied by a concurrent application for site plan, subdivision, or other land use approval, a conceptual plan of the proposed uses of the property.
- Legal Description: A legal description of the property proposed to be annexed, meeting the requirements of ORS 08.225, must accompany the application.

Narrative Statement: A narrative answering the questions on the back of this application packet.

BURDEN OF PROOF

This is a quasi-judicial application in which the applicant has the burden of proof. According to law, the applicant must present to the decision maker facts, evidence, analysis, and justification for each and every criteria of SMC 17.12.210.4 in order to carry out that burden of proof. It is important to remember that there is no assumption that the applicant is entitled to this approval. The burden lies with the applicant to prove how the proposal complies with the criteria, not with the City of Stayton.

Stayton Municipal Code Title 17, Land Use and Development, is available online at: www.staytonoregon.gov. Click on the Document Center tab and select Municipal Code.



CITY OF STAYTON APPLICATION FOR ANNEXATION

PROPERTY OWNER: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

APPLICANT: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

APPLICANT'S REPRESENTATIVE: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name: _____

Name: _____

Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Select one of the above as the principal contact to whom correspondence from the Planning Department should be addressed:

- owner applicant applicant's representative planning consultant engineer

LOCATION:

Street Address: _____

Assessor's Tax Lot Number and Tax Map Number: _____

Closest Intersecting Streets: _____

CURRENT COMPREHENSIVE PLAN DESIGNATION: _____

ZONE MAP AND COMPREHENSIVE PLAN DESIGNATION WITH ANNEXATION: _____

QUESTIONS TO BE ADDRESSED IN NARRATIVE STATEMENT

The Stayton Planning Commission, with assistance from the Planning Department and the Public Works Department will use the information provided by the applicant to analyze the merits of this application. A decision to approve or deny the application is made based on how well the applicant presents information to show the application meets the standards and criteria set forth in the Stayton Land Use and Development Code 17.12.210.5. Please provide the following information in full and attach a narrative statement to this application.

- 1. **NEED:** What is the demonstrated need for this property to be annexed into the City?
- 2. **ADEQUATE UTILITIES:** How will the proposed annexation obtain or maintain adequate utility systems (including water, sewer, surface water drainage, power, and communications), and connections, including easements, to properly serve the subject property in accordance with accepted City standards?

All public improvements must meet City of Stayton standard specifications. All design plans must be approved by the City prior to construction. The City will inspect all construction.

a. List public services currently available to the site:

- Water Supply: _____ - inch line available in _____ Street.
- Sanitary Sewer: _____ - inch line available in _____ Street.
- Storm Sewer: _____ - inch line available in _____ Street.
- Natural Gas: _____ - inch line available in _____ Street.
- Telephone: is (or) is not available in _____ Street.
- Cable TV: is (or) is not available in _____ Street.
- Electrical: is (or) is not available in _____ Street.

b. Will existing City public services need to be replaced or upgraded to accommodate the demands created by the annexation? yes no

- 3. Is the subject property contiguous to the city limits? yes no
- 4. Is the proposed annexation compatible with the character of the surrounding area and does it comply with the urban growth program and policies of the City?
- 5. Does the proposed annexation comply, or be made to comply with all applicable provisions of state and local law?
- 6. If the proposed annexation is a contract annexation, does the proposal include the cost of City facility and service extensions as calculated by the Public Works Director?

SIGNATURE OF APPLICANT: _____

DO NOT WRITE BELOW THIS LINE

Application received by: _____ Date: _____ Fee Paid: \$ _____ Receipt No. _____

Land Use File# _____