



ASSISTED ANNEXATION APPLICATION INSTRUCTIONS

STEP 1: ELIGIBILITY

Property owners who meet the following three criteria are eligible for annexation assistance through the City of Milwaukie's Annexation Assistance Program.

- The property will retain the same or equivalent zoning designation upon annexation.
- The use(s) on the property will conform to the City's zoning code upon annexation.
- All property owners, and at least one-half of all registered voters living at the property, agree to annex by signing the annexation petition.

STEP 2: ANNEXATION APPLICATION

There is no fee to annex to the City through the City's Annexation Assistance Program. Eligible property owners apply for annexation by completing and signing the following three forms (attached).

- Assisted Annexation Application
- Annexation Petition
- Population Research Center Census Form (one for each housing unit)

The Population Research Center is responsible for reporting population changes to the State of Oregon. As a result, a census form must be completed for each housing unit (e.g. apartment, condominium, single-family house) that is annexed to the City of Milwaukie. Please make and complete additional copies of this form as necessary. If the property to be annexed contains no housing units, write "NONE" next to HOUSING TYPE on the form.

Completed forms **must** be delivered in person by the property owner to the City's Planning Department at 6101 SE Johnson Creek Blvd during regular business hours. To schedule an intake appointment outside of regular business hours, contact the Planning Department.

STEP 3: APPROVAL

The Annexation Assistance Program provides for annexation of multiple properties together at one time at least once each year. Check with Planning Department staff for the date of the next City Council meeting when assisted annexations will be considered.

Annexations to the City require approval by City Council, processing by Metro, and then filing by the Secretary of State. Annexations become effective the date they are filed by the Secretary of State. This process can take up to 8 weeks after City Council approval.

Building permits, including applications for sewer connection, may be submitted to the City for review after City Council has approved the annexation. However, building permits cannot be issued by the City until the annexation has been filed by the Secretary of State.

**PLANNING DEPARTMENT**

6101 SE Johnson Creek Blvd
Milwaukie OR 97206

PHONE: 503-786-7630

FAX: 503-774-8236

E-MAIL: planning@ci.milwaukie.or.us

WEB: www.cityofmilwaukie.org

Assisted Annexation Application

PROPERTY PROPOSED FOR ANNEXATION:

(Add additional sheets if needed)

Street address (if available):

Map & tax lot (include all tax lots¹):

RESPONSIBLE PARTIES:

List all owners of the property proposed for annexation

PROPERTY OWNER(S):	E-mail:
Mailing address:	Zip: Phone:
PROPERTY OWNER(S):	E-mail:
Mailing address:	Zip: Phone:
PROPERTY OWNER(S):	E-mail:
Mailing address:	Zip: Phone:
PROPERTY OWNER(S):	E-mail:
Mailing address:	Zip: Phone:
PROPERTY OWNER(S):	E-mail:
Mailing address:	Zip: Phone:

OTHER AFFECTED PARTIES:

List all registered voters who live at the property and who did not sign the Annexation Petition

REGISTERED VOTER:
Mailing address: Zip:
REGISTERED VOTER:
Mailing address: Zip:
REGISTERED VOTER:
Mailing address: Zip:
REGISTERED VOTER:
Mailing address: Zip:
REGISTERED VOTER:
Mailing address: Zip:

CONTINUED ON REVERSE

¹ Planning Department staff can assist you with this information.

DESCRIPTION OF EXISTING USES/STRUCTURES:

Tell us the number and kinds of buildings on the property and how they are used
(e.g., 1 home, 2 sheds, 1 detached garage all used for residential purposes and 1 workshop for home occupation business)

LIST OF ALL CURRENT UTILITY PROVIDERS:

Check all that apply (do not list water or sewer service providers)

Cable, Internet, and/or Phone: ☐ Comcast ☐ Qwest
Energy: ☐ PGE ☐ NW Natural Gas
Garbage hauler: ☐ Waste Management ☐ Mel Deines ☐ Deines Brothers ☐ Pearl Deines
☐ Wichita Sanitary ☐ Oak Grove Disposal ☐ Clackamas Garbage
☐ Other (please list):

SIGNATURE:

ATTEST: I am the property owner and I have attached all required owners' and voters' authorizations to submit this application. I understand that uses or structures that were not legally established in the County are not made legal upon annexation to the City. To the best of my knowledge, the information provided in this application package is complete and accurate.

Name: _____

Signature: _____ Date: _____

THIS SECTION FOR OFFICE USE ONLY:

File #:	Fee: \$0	Rcd. by:	Date stamp:
Existing County zoning:	Automatic City zoning:		
Existing County land use designation:	Automatic City land use designation:		
<input type="checkbox"/> Map and tax lot(s) verified	<input type="checkbox"/> ID checked		
Notes:			

**ASSISTED ANNEXATION
PETITION OF OWNERS OF 100% OF LAND AREA
AND PETITION OF A MAJORITY OF REGISTERED VOTERS**

TO: The Council of the City of Milwaukie, Oregon

RE: Petition for Annexation to the City of Milwaukie, Oregon

We, the petitioners (listed below), are property owners of and/or registered voters in the territory described below. We hereby petition for, and give our consent to, annexation of this territory to the City of Milwaukie. We understand that this territory will be subject to the Milwaukie Municipal Code, including zoning regulations and development standards, upon annexation.

This petition includes a request for the City to assign a zoning and land use designation to the territory that is based on the territory's current zoning designation in the County, pursuant to the City's expedited annexation process.

This petition is valid for two years from the date of the most recent signature.

The territory to be annexed is described as follows:

Street address (if available): _____

Map and tax lot (include all tax lots): _____

Petitioners:

1. Signature: _____ Date: _____

Printed name: _____

Check all that apply: ☐ Property owner ☐ Registered voter

2. Signature: _____ Date: _____

Printed name: _____

Check all that apply: ☐ Property owner ☐ Registered voter

3. Signature: _____ Date: _____

Printed name: _____

Check all that apply: ☐ Property owner ☐ Registered voter

4. Signature: _____ Date: _____

Printed name: _____

Check all that apply: ☐ Property owner ☐ Registered voter

5. Signature: _____ Date: _____

Printed name: _____

Check all that apply: ☐ Property owner ☐ Registered voter

CONFIDENTIAL

Census Form

Date _____

Use one form per housing unit

CITY OF MILWAUKIE, OREGON

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

**PORTLAND STATE
UNIVERSITY**

(503) 725-3922