



## ANNEXATION FAQ

### How do I annex my property to the City of Milwaukie?

If you are a property owner, you can initiate the annexation process at any time or you can participate in the City's Annexation Assistance Program.

- Instructions and forms for initiating your own annexation petition are available online and at the City's Planning Department.
- Information about the City's Annexation Assistance Program, including eligibility requirements, can be found on the City's Annexation Assistance Program FAQ handout.

The table below summarizes the differences between owner-initiated annexation and City-assisted annexation.

<b>ANNEXATION APPLICATION PROCESS</b>	<b>Owner-Initiated Annexation (available any time)</b>	<b>City-Assisted Annexation (May 2010 – Nov 2012)</b>
<b>Preapplication Conference</b>	Required	Not Required
<b>Preapplication Conference Fee</b>	Per Fee Schedule	No Fee
<b>Annexation Application</b>	Property Owner Provides	Property Owner Provides
<b>Annexation Application Fee</b>	Per Fee Schedule	No Fee
<b>Annexation Petition</b>	Property Owner Provides	Property Owner Provides
<b>Property Legal Description</b>	Property Owner Provides	City Provides
<b>County Certification Documents</b>	Property Owner Provides	City Provides
<b>Urban Service Districts List</b>	Property Owner Provides	City Provides
<b>Application Processing Schedule</b>	Property Owner may apply at any time. City will process immediately.	Property Owner may apply at any time. City may defer processing by up to one year.

### How much does annexation cost?

Owner-initiated annexations:

- City Fees – As shown in the table above, a preapplication conference fee and an annexation application fee are required. The exact amount of the annexation application fee depends upon the type of annexation proposed. See the City's fee schedule for exact costs.
- Out-of-pocket Expenses – Variable application-related expenses for things like copying, legal description preparation, and tax map purchases.

City-assisted annexations:

- City Fees – None required.
- Out-of-pocket Expenses – Very few, if any, application-related expenses.

## What else should I know about annexing to the City of Milwaukie?

- Annexation is required prior to connection to City sewer.
- The annexation process can take several months, so it is important to plan ahead.
- Building permits, including applications for sewer connection, may be submitted for review to the City but cannot be issued until the annexation process is complete.
- All annexation applications must request a specific City zoning designation to be applied to the property proposed for annexation. Property owners may request that their property be zoned a similar or different zone than the one currently applied by the County. To be eligible for the City's Annexation Assistance Program, property owners must request a similar zone. If a different zone is requested, the annexation application must be owner-initiated because more analysis is required.
- Uses or structures that were not legally established in the County do not become legal upon annexation to the City. Having such a use or structure will not prevent you from annexing. However, the City may require you to stop any uses that were not legally established and either remove or obtain permits for structures that were not legally permitted.

## What happens after annexation?

- Your address will not change.  
*The United States Postal Service does not change your zip code (or the city or county name associated with your zip code) as a result of annexation.*
- Your property will be incorporated into the City and assigned a City zoning designation.
- Some of the tax rates on your annual property tax statement will change.
- Some of your services will change. However, you should not experience any interruption in service either before, during, or after annexation.  
*Some services, such as police and sewer services, will be provided by the City. Other services will continue to be provided by the same service districts (e.g. Clackamas County Fire District No. 1, North Clackamas School District, etc.) and private companies (e.g. Comcast, PGE, Qwest, etc.) that are currently serving your property.*
- The City will notify all existing service providers of your property's annexation to the City.
- Some of the uses or structures on your property may not conform to the City's zoning code. This is okay and not unusual. Having a nonconforming use or structure will not prevent you from annexing or continuing to use your property.  
*For example, structures on your property may be larger or closer to your property line than what the City's code allows. Uses and structures that were legal when established but that do not conform to the City's current zoning code are considered nonconforming. Nonconforming uses are allowed to continue and nonconforming structures are allowed to be maintained in reasonable repair. However, neither is allowed to expand or be significantly altered without City review and approval.*
- Future development on your property, such as a home remodel or new driveway, will be subject to the City's permitting requirements and zoning code.  
*For example, a home remodel or new deck may require a building permit and a new driveway may require an erosion control and/or right-of-way permit. Please check with the City before making these kinds of changes on your property.*

## Who should I contact if I have more questions?

Contact the Planning Department at 503-786-7630 or [planning@milwaukieoregon.gov](mailto:planning@milwaukieoregon.gov). You can also speak to a planner in person at our offices at 6101 SE Johnson Creek Blvd.