



EXPEDITED ANNEXATION APPLICATION INSTRUCTIONS

PROCESS

STEP 1: PREAPPLICATION MEETING

A preapplication meeting is required prior to the submission of an expedited annexation application. Please call 503-786-7600 for assistance. All required materials and fees must be submitted at the time of scheduling.

STEP 2: ANNEXATION PETITION

100% of the property owners and at least 50% of the registered voters, if any, within the territory to be annexed must consent to the proposed annexation by signing the Annexation Petition. If ownership is in question, a title report may be required.

STEP 3: COUNTY CERTIFICATION

An annexation petition must be accompanied by the following three County-certified documents:

- Certification of Property Ownership
- Certification of Legal Description and Map: *This document must be accompanied by the legal description for the territory and two full-size certified quarter section tax maps*
- Certification of Registered Voters

The County Assessor certifies all the documents listed in the first two bullets. The County Elections Department certifies the document in the last bullet. If no registered voters reside in the territory to be annexed, the Certification of Registered Voters document still needs to be certified and submitted with the annexation petition.

STEP 4: ANNEXATION APPLICATION

The Application section on the next page describes the various documents that need to be submitted with an expedited annexation application. Applications are processed by the City's Planning Department at 6101 SE Johnson Creek Boulevard in Milwaukie. Please call 503-786-7630 for assistance. The expedited annexation application fee must be paid, and the required number of copies must be provided, at the time of application submission.

STEP 5: ANNEXATION DECISION

An expedited annexation is not a land use action and does not require a public hearing. Expedited annexation petitions are decided by City Council at their regularly scheduled semimonthly meetings.

STEP 6: POSTDECISION NOTIFICATION AND FILING

If approved by City Council, the City's zoning and land use designation are automatically applied according to the table on page 3, Zoning and Land Use Designations for Boundary Changes. The annexation is not effective, however, until it is filed with the Secretary of State. The City, Metro, and the State work together to notify all affected agencies, providers, and individuals.

APPLICATION

An expedited annexation application includes the following documents. Check with the Planning Department for the number of copies you will need to submit. Documents marked with an asterisk (*) are attached.

Document	Notes (where applicable)
1. City of Milwaukie Expedited Annexation Application*	
2. Annexation petition*	
3. Vicinity map(s)	The vicinity map(s) should show that the territory to be annexed is contiguous to the existing City limits.
4. Two <u>full-size</u> County Assessor quarter section maps	Full-size maps can be purchased from the County Assessor. The territory to be annexed should be outlined in red on both maps.
5. One <u>reduced</u> County Assessor quarter section map	The reduced map should be 8.5" x 11" in size, and the territory to be annexed should be outlined in red.
6. Metes and bounds legal description	This description should be inserted in, or attached to, the Annexation Petition. A lot, block, and subdivision description may be submitted in lieu of the metes and bounds description if the area is platted and this is acceptable to the County Assessor. If the legal description contains any deed or book and page references, legible copies of these documents must be submitted with the legal description.
7. Clackamas County certification: a. Property ownership* b. Legal description and map* c. Registered voters*	
8. List of current and proposed urban service provider districts (including addresses)	District-based service providers include, but are not limited to, providers of sanitary sewer, water, fire protection, law enforcement, parks and recreation, and transit. This information can be obtained from the County Assessor's Rate Book at their office or online (by referencing the tax code associated with the territory to be annexed).
9. List of current urban service provider franchises (including addresses)	Franchise-based service providers include, but are not limited to, providers of cable, natural gas, electricity, telecommunications, and garbage collection.
10. Notice list*	This list should contain all property owners and all registered voters in the territory to be annexed, including those that have not signed the Annexation Petition.
11. Code section narrative	A list of all applicable code sections is provided on the next page. The actual code language that needs to be addressed is provided on the last page of this packet.
12. Census form*	This should be attached to the Annexation Petition.

CODE SECTIONS

The following list identifies all applicable code sections that must be addressed in the annexation application narrative. All applicable Milwaukie Municipal Code (MMC), Metro Code, and Milwaukie Comprehensive Plan (MCP) sections are available upon request. Please check with City staff for guidance on how to address a specific code or policy section.

- MMC Section 19.1104.1.A.5
- MMC Section 19.1102.3.A–F
- Metro Code Section 3.09.050(d)
- MCP Chapter 6

ZONING AND LAND USE DESIGNATIONS

Please consult with the City's Planning Department if you have any questions about the allowed uses or development standards that are associated with the zoning designation that would be applied to the annexation property through the expedited annexation process. It is possible, for example, that upon annexation, existing uses or structures may not conform to the City's development code. Nonconforming uses and structures are allowed to continue and be maintained in reasonable repair but are not allowed to undergo alteration or extension without staff or Planning Commission review and approval. Uses or structures that were not legally established in the County are not made legal upon annexation to the City.

from Table 19.1104.1.E Zoning and Land Use Designations for Boundary Changes		
Existing County Zoning Designation	Assigned City Zoning Designation	Assigned City Land Use Designation
R-20	R-10	Low density residential
R-15	R-10	Low density residential
R-10	R-10	Low density residential
R-8.5	R-7	Low density residential
R-7	R-7	Low density residential
MR1	R-5	Moderate density residential
MR2	R-2	Medium density residential
PMD	R-1-B	High density residential
HDR	R-1-B	High density residential
SHD	R-1	High density residential
C2	R-O-C	Commercial/high density use
C3	C-G	Commercial
OC	C-L	Commercial
RTL	C-L	Commercial
PC	C-CS	Commercial
I2	M	Industrial
I3	M	Industrial
BP	BI	Industrial
OSM	R-10/CSU	Public