

PLEASE COMPLETE THE FOLLOWING REQUIRED CHECKLIST:

- This Application Form
- Assessor's Map of Area to be annexed, showing parcels for which consents to annex have been acquired, and a vicinity map with the city limits
- Typed mailing labels for all property owners/contract purchasers and electors and property owners within 200 feet (see mailing label example attached)
- Signed consent forms for all consenting property owners and electors
- A copy of mailing labels indicating whether addressee in the annexation area is an elector or property owner (see mailing label example attached)
- Findings of Fact (See attached information)
- Application Fee (plus recording and remapping fees)
- List of all residents within the annexation area by age and sex (This information is used to update Census Reports by the State of Oregon)
- Copy of a deed or other document verifying ownership of the property to be annexed
- After the Planning Commission recommendation, a legal description will need to be prepared in accordance with attached sheet.*

I HEREBY STATE THAT FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE

SIGNATURE _____ DATE: _____

ANNEXATION

Annexation is the action taken to incorporate territory into a city. The State requires that property being annexed to a city be next to the city, and within the city's Urban Growth Boundary. In almost all cases, the annexation is at the request of property owners. (Please read the attached Annexation ordinance carefully.)

The final approving authority for an annexation is the City Council; however, before they make a decision, the Planning Department staff and the Planning Commission have an opportunity to make a recommendation concerning the proposed annexation. When an application is received, the Planning Department analyzes the information supplied by the applicant, as well as information supplied by other affected departments and agencies. A staff report is prepared that describes the property to be annexed, lists the criteria that must be met and determines, from the information gathered, whether or not the annexation will meet the required criteria.

Prior to being considered by the City Council, the Planning Commission evaluates the annexation and makes a recommendation. At that time, a legal description will need to be prepared and submitted based upon the recommended area. At the City Council meeting, a public hearing is held, and the City Council makes a final decision to approve or deny the annexation. The process, from the acceptance of a complete application to the City Council action, takes approximately four months. After the city has approved the annexation, further processing occurs, including an appeal period of 21 days.

IMPORTANT INFORMATION ON ANNEXATION LEGAL DESCRIPTIONS

A metes and bounds legal description of the entire area proposed for annexation is required as part of an annexation application however, it will not be required until after the Planning Commission recommendation. You are requested to discuss the proposal with the City of Jacksonville Planning Department prior to submittal of the legal description. The description is generally prepared by a licensed land surveyor, and must be submitted on computer disk in Word format. It must describe the boundary of the entire area to be annexed, including any adjacent streets. Occasionally, other parcels, such as public properties, must be included to create a logical city boundary.

It must be written in such a way as to comply with state law (ORS 308.225), including courses identified by bearings and distances, and references to deed lines whenever possible. The description must reference (“call to”) the Jacksonville city limits line where it adjoins the area to be annexed, or use an identical course. The Planning Department can determine which streets are to be included, and the extent (usually to the opposite side). The acreage of the private property and the right-of-way property to be annexed should be indicated separately. The area should be clearly shown on the attached map.

When submitted, the City Engineer will check the description, and if revisions are necessary, you will be provided with the recommended changes. The final *approved* description is needed at least six weeks in advance of the City Council public hearing, at which the decision will be made. **You must resubmit revised descriptions quickly to prevent delays in processing the application. The hearing cannot be scheduled until the legal description is verified and approved.**

AFTER THE PLANNING COMMISSION RECOMMENDATION, THE LEGAL DESCRIPTION OF THE AREA TO BE ANNEXED MUST BE SUBMITTED ON A COMPUTER DISC IN WORD FORMAT.

CONSENT TO ANNEXATION
(Elector)

Consent is hereby given to the annexation by the City of Jacksonville, Oregon of the following described real property:

Map and Tax Lot: _____ Address: _____

Legal Description:

in the corporate limits of the said city, the undersigned being an elector residing within the territory.

Dated this _____ day of _____, 20____.

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document, and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires _____

Dated this _____ day of _____, 20____.

City of Jacksonville, By: _____
Planning Director

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document, and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires: _____

SEPARATE AGREEMENT WAIVING ONE-YEAR LIMIT ON LIFE OF CONSENT TO ANNEXATION (Elector)

The undersigned hereby agree(s) to waive the one-year limitation prescribed by ORS 222.173 for the consent to annexation on the reverse side of this page.

Dated this _____ day of _____, 20_____.

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon
My Commission Expires _____

Dated this _____ day of _____, 20_____.

City of Jacksonville, By: _____
Planning Director

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon
My Commission Expires: _____

CONSENT TO ANNEXATION
(Individual Owner)

Consent is hereby given to the annexation by the City of Jacksonville, Oregon of the following described real property:

Map and Tax Lot: _____ Address: _____

Legal Description:

in the corporate limits of said city, the undersigned being an elector residing within the territory.

Dated this _____ day of _____, 20____.

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires _____

Dated this _____ day of _____, 20____.

City of Jacksonville, By: _____
Planning Director

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires: _____

SEPARATE AGREEMENT MAKING CONSENT IRREVOCABLE
(Individual Owner)

The undersigned hereby agree(s) that the consent to annexation on the reverse side of this page is irrevocable and shall be binding upon our heirs, successors, and assigns forever, being a covenant running with the land. The one-year period prescribed by ORS 222.173 is hereby waived.

Dated this _____ day of _____, 20_____.

State of Oregon
County of Jackson

On _____, 20_____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

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Notary Public for Oregon

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Dated this _____ day of _____, 20_____.

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Planning Director

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County of Jackson

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a credible witness

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Notary Public for Oregon

My Commission Expires: _____

CONSENT TO ANNEXATION

(Corporate Owner)

Consent is hereby given to the annexation by the City of Jacksonville, Oregon of the following described real property:

Map and Tax Lot: _____ Address: _____

Legal Description:

in the corporate limits of said city, which owned by the undersigned corporation.

Dated this _____ day of _____, 20_____.

Corporate Name

By: _____

Title: _____

By: _____

Title: _____

State of Oregon
County of Jackson

On _____, 20_____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires _____

Dated this _____ day of _____, 20_____.

City of Jacksonville, By: _____

Planning Director

State of Oregon
County of Jackson

On _____, 20_____, _____ personally appeared before me,

_____ who is personally known to me
_____ whose identity I proved on the basis of _____.
_____ whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document , and he/she/they acknowledged that he/she/they signed it.

Notary Public for Oregon

My Commission Expires: _____

SEPARATE AGREEMENT MAKING CONSENT IRREVOCABLE
(Corporate Owner)

The undersigned hereby agree(s) that the consent to annexation on the reverse side of this page is irrevocable and shall be binding upon our heirs, successors, and assigns forever, being a covenant running with the land. The one-year period prescribed by ORS 222.173 is hereby waived.

Dated this _____ day of _____, 20____.

Corporate Name
By: _____

Title: _____

By: _____

Title: _____

State of Oregon
County of Jackson

On _____, 20____, _____ personally appeared before me,

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Planning Director

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County of Jackson

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