



## Annexation Checklist

### OCMC 14.04 – City Boundary Changes and Extension of Services

For information regarding processes, fees, restrictions, etc., contact:  
Planning (P) at 503-722-3789 or [ocplanning@orc-city.org](mailto:ocplanning@orc-city.org).

- 1. A **Completed Land Use Application** with All property owner signatures
- 2. **Written Consent Form** to the annexation signed by the requisite number of affected property owners, electors or both, provided by ORS 222, if applicable
- 3. **A Legal Description** of the territory to be annexed, meeting the relevant requirements of the Metro Code and ORS Chapter 308. If such a description is not submitted, a boundary survey may be required. A lot and block description may be substituted for the metes and bounds description if the area is platted. If the legal description contains any deed or book and page references, legible copies of these shall be submitted with the legal description
- 4. **Two Full Quarter-Section County Tax Assessor's Maps** with the subject property(ies) outlined
- 5. **A Site Plan**, drawn to scale (not greater than one inch = 50 feet), indicating:
  - A. The location of existing structures, if any
  - B. The location of streets, sewer, water, electric and other utilities, on or adjacent to the property to be annexed
  - C. The location and direction of all water features on and abutting the subject property. Approximate location of areas subject to inundation, stormwater overflow or standing water. Base flood data showing elevations of all property subject to inundation in the event of 100-year flood shall be shown
  - D. Natural features, such as rock outcroppings, marshes or wetlands (as delineated by the Division of State Lands), wooded areas, isolated preservable trees (trees with trunks over 6 inches in diameter – as measured 4 feet above ground), and significant areas of vegetation
  - E. General land use plan indicating the types and intensities of the proposed or potential development
- 6. If applicable, **a Double-Majority Worksheet, certification of ownership and voters**. Certification of legal description and map, and boundary change data sheet on forms provided by the city.
- 7. **A Narrative** statement explaining the conditions surrounding the proposal and addressing the factors contained in the ordinance codified in this chapter, as relevant, including:
  - A. Statement of Availability, capacity and status of existing water, sewer, drainage, transportation, park and school facilities
  - B. Statement of increased demand for such facilities to be generated by the proposed development, if any, at this time

- C. Statement of additional facilities, if any, required to meet the increased demand and any proposed phasing of such facilities in accordance with projected demand
- D. Statement outlining method and source of financing required to provide additional facilities, if any
- E. Statement of overall development concept and methods by which the physical and related social environment of the site, surrounding area and community will be enhanced
- F. Statement of potential physical, aesthetic, and related social effects of the proposed, or potential development on the community as a whole and on the small subcommunity or neighborhood of which it will become a part; and proposed actions to mitigate such negative effects, if any
- G. Statement indicating the type and nature of any comprehensive plan text or map amendments, or zoning text or map amendments that may be required to complete the proposed development

8. The **Application Fee** for annexations established by resolution of the city commission and any fees required by Metro. In addition to the application fees, the city manager shall require a deposit, which is adequate to cover any and all costs related to the election. Refer to the Planning Division [fee schedule](#) for details.

9. **Neighborhood Association meeting:**

- a. A sign-in sheet of the meeting attendees
- b. A Summary of issues discussed
- c. A letter from the Neighborhood Association or CIC indicating that a meeting was held.
- d. If the applicant held a separately noticed meeting, the applicant shall submit a copy of the meeting flyer, a sign sheet of attendees and a summary of issues discussed.

10. **Pre-Application Conference Notes**

11. **Additional Information or Reports**, if required in Pre-Application Conference

12. A current **Preliminary Title Report or Trio** for the subject property(ies).

13. **Documentation** indicating there are **no liens favoring the City** for the subject site.

14. **County Assessor's Office Receipt** indicating all taxes for the parcels involved are paid in full for the preceding tax year.

15. **Application fees** to be paid once invoice is generated.

16. **Electronic Version of Application Materials**

Note: There may be more information required once your application has been reviewed.

***Incomplete applications will increase processing time.***