

# ANNEXATION PROCESS

## Planning Department

- 1) Complete Annexation Application (Done by Applicant):
  - a. Applicant & Property Owner Information
  - b. Address or Location of Property(s) to be Annexed
  - c. Assessor Map & Tax Lot Number
  - d. Signed by all Property Owners; see application for alternatives
  - e. All Property Owners must sign the Irrevocable Petition for Annexation; signatures must be notarized
  - f. Residents (18 and older) of the property must sign the Electors Consent; signatures must be notarized; one form for each resident
  - g. Include Map of the Site, Legal Description, and Copy of the Deed
  - h. Pay Fee
    - i. \$700 Application Fee
    - ii. \$1,500 Deposit for Election Costs (if applicable)
      1. Deposit not required if proposed election is a primary or general election (i.e. May or November of even years)
  
- 2) \*Notification & Hearing Process (Done by City Staff):
  - a. Department of Land Conservation and Development (DLCD) will be notified of the proposed Annexation no less than 45 days prior to the first hearing.
  - b. Notice of the proposed Annexation will be mailed to the applicant, property owner(s), and all property owners within 300 feet of the subject property, and e-mailed to various affected agencies normally no less than 20 days prior to the first hearing. Notice will include hearing dates, times, and location.
  - c. A public hearing will be held before the Planning Commission, who makes a recommendation to the City Council. The applicant or representative is strongly encouraged to attend that hearing.
  - d. A public hearing will be held before the City Council, who will make a written decision.
  
- 3) \*Election Process:
  - a. City Charter requires voter approval of City Council approved annexations.
  - b. The Annexation request will go to the voters of St. Helens for approval. This will be at the next available election, given the time needed for proper notice and compliance with election laws.
  - c. Upon approval by the voters, the City Council will make a motion to accept the results of the election.
  - d. The Annexation must also be submitted to the State for their final review.

\*Only applies to properties contiguous to City limits per applicable rules.



## CONNECTING TO CITY WATER AND/OR SEWER SYSTEMS

Note: Per Resolution Numbers 1162 and 1164, once an application has been properly completed for annexation the owners are eligible to connect to City water and sanitary sewer systems.

### Engineering Department

- 1) It may be necessary to extend Public services (sanitary sewer, storm drain, water, and/or streets and sidewalks) to the property before new building or development is allowed. This includes connection of any existing building to the City's public facilities. The Developer is responsible for the extension of these services and will work with the Engineering Department to:
  - Provide plans that have been prepared by a Civil Engineer registered in the State of Oregon for the proposed improvements.
  - Pay the required plan review fees (Engineering Department).
  - Once the plans have been approved, provide a **Performance Bond** for the improvements.
  - Pay the required Construction Permit fee (Engineering Department).
  - Hire a licensed contractor to construct the project.
  - After the project is fully constructed, inspected, and approved by the City, provide a minimum 1-year **Maintenance Bond** for the completed work.
- 2) When the improvements are completed, the applicant/developer may submit for permits through the Building Department for new construction or new connections to the City services and pay the appropriate fees. Note: This means connection from development on a site to the appropriate public facility is paid by the owner/developer.

### Building Department

- 1) The applicant must complete a Permit/Application form (either new construction or connecting to City services) from the Building Department. This form includes System Development Charges (SDC's) for City sewer and water, and plumbing permit fees. At this time, plans may also be required along with the application form. Note: A separate information sheet on SDC costs is available from the Building Department.