

City of St. Helens Annexation Application

PLEASE PRINT ♦ COMPLETE ALL BOXES ♦ USE ADDITIONAL PAPER IF NEEDED

Applicant Name(s):	Property Owner Name(s):
Applicant Mailing Address:	Property Owner Mailing Address:
Applicant E-mail Address:	Property Owner E-mail Address:
Applicant Telephone No.:	Property Owner Telephone No.:

PROJECT INFORMATION

Assessor's Map & Tax Lot No.: <i>See your property tax statement</i>	Site Address: <i>Street name if # not assigned</i>
Request for: Annexation	Zoning:
Number of Lots Involved:	Applicable Square Footage:
Description of Land to be Annexed: <i>(Legal Description)</i>	

Attach the following: *(Application will be deemed incomplete if these items are not attached.)*

1. Responses to applicable criteria found in Chapter 17.28 of the St. Helens Municipal Code;
2. Map of the site;
3. Property description;
4. Copy of deed;
5. Petition for annexation (reference ORS 222.125);
6. Electors consent (reference ORS 222.125); **and**
7. Proof of ownership or authority to make application (i.e. tax assessor record or title)
 - a. **All** property owners must sign the subject land use application; **or**
 - b. Submit a signed power of attorney; **or**
 - c. Submit a note signed by all the property owners giving one person authorization to act on their behalf.

Note: *If applicable, the applicant shall apply for a Land Classification concurrently with the Annexation application, pursuant to Chapter 17.112.*

♦ ALLOW 16-24 WEEKS FOR PROCESSING OF THIS REQUEST ♦

I hereby certify under penalty of perjury and false swearing that the information I have provided is true and correct and further that I am the sole owner of the property identified herein or I am authorized by ALL the owners to make this application and proof of said authorization is attached (see #3 above).

Applicant(s) Signature

Date Signed

Property Owner(s) Signature

Date Signed

FOR OFFICE USE ONLY

Pre-Application Conference Date:	Fee Amount Paid:
Date Received:	Receipt No.:
Application Type:	File No.:

Petition for Annexation to the City of St. Helens, Oregon

**DO NOT SIGN THE ANNEXATION PETITION UNTIL YOU HAVE
CAREFULLY READ THESE INSTRUCTIONS.**

Attached is a *Petition for Annexation to the City of St. Helens, Oregon*. When it is completed and signed, it becomes a legal document requesting that your property be annexed to the City of St. Helens.

In order to become a part of the City of St. Helens, you must complete the attached Petition and sign your name. **Please sign your name as it appears on your property deed.** A signature must be included for each name that appears on your property deed.

Anyone who signs as agent, guardian, or trustee for another person must provide the City with documentation of his or her authority to act for that person. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition.

**Please complete the petition thoroughly. An incomplete
petition will delay processing of your request.**

If you have any questions, please call Jacob Graichen, City Planner or Kathy Payne, City Recorder, at (503) 397-6272, between 8:30 a.m. and 5:00 p.m.

After recording return to:
City of St. Helens
PO Box 278
St. Helens, OR 97051

Annexation to the City of St. Helens, Oregon PETITION

To: The Common Council of the City of St. Helens, Oregon

We, the undersigned owner(s) of the property described below, hereby petition for and give our consent to annexation of that property to the City of St. Helens.

The property legal description to be annexed is attached as Exhibit A.

Street Address of Property (if assigned)

Tax Account Number of Property

1. _____
Print Owner Name

Signature of Owner

2. _____
Print Owner Name

Signature of Owner

3. _____
Print Owner Name

Signature of Owner

4. _____
Print Owner Name

Signature of Owner

Please send all correspondence to: Name: _____
Mailing Address: _____
City, State, Zip: _____
Contact Telephone: _____

We agree that this consent shall be irrevocable and is a covenant and runs with the land, is binding on our heirs, assignees, or successors in interest. We agree that in lieu of paying the required fees and deposits at this time, that we will pay the required fees and deposits (current at the time of demand) upon written demand from the City of St. Helens and it that failure to do so may result in the City placing a lien against the property. We agree that we will obligate all Electors to either consent to this annexation or to terminate their status as electors.

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____.

STATE OF OREGON)
) ss.
County of Columbia)

Notary Public for Oregon _____
My Commission expires: _____

SPACE RESERVED FOR
RECORDER'S USE

Electors Consent to Annexation to the City of St. Helens, Oregon

**DO NOT SIGN THE ELECTORS CONSENT TO ANNEX UNTIL
YOU HAVE CAREFULLY READ THESE INSTRUCTIONS.**

The following page is an *Electors Consent to Annexation to the City of St. Helens, Oregon*. When it is completed and signed, it becomes a legal document consenting to annexation to the City of St. Helens.

In order to become a part of the City of St. Helens, you must complete the attached consent and sign your name(s). You must be an elector. **Please sign your name as you did when you registered to vote.** A woman should sign her own name. For example, "Mary A. Jones", not "Mrs. John A. Jones".

Please complete the form thoroughly. An incomplete form will delay processing of your request.

If you have any questions, please Jacob Graichen, City Planner or Kathy Payne, City Recorder, at (503) 397-6272, between 8:30 a.m. and 5:00 p.m.

Annexation to the City of St. Helens, Oregon

ELECTORS CONSENT

To: The Common Council of the City of St. Helens, Oregon

I, the undersigned elector, who resides on the subject property, hereby consents to annexation of that property to the City of St. Helens.

Print Name

Signature of Elector

Residence Address

Voting Precinct Number

Mailing Address (*If different from residence*)

Date Signed

City, State, Zip

Telephone Number

I agree to waive the one-year time limitation on this consent established by ORS 222.173, and that this consent shall be effective and continue until annexation to the City of St. Helens occurs.

Signature of Elector

The foregoing instrument was acknowledge before me this _____ day of _____,
20____, by _____.

Notary Public for Oregon
My commission expires: _____