



ANNEXATIONS

PROCESS: Below is a list of the steps that an applicant will take in completing an annexation. The following list is for informational purposes only as a general guide with regard to the steps required in completing an annexation. Applicants are advised to review RCW 35A.14.

OUTLINE OF THE ANNEXATION PROCESS:

Step 1	Apply for and attend pre-application meeting with City staff.
Step 2.	Compile materials to be submitted to the City for the proposed annexation based on the submittal checklist provided to the applicant at the pre-application meeting outlined in 'Step 1', above. Before submitting these materials, schedule a meeting with staff to review one (1) copy of all the annexation materials to ensure a technically complete application.
Step 3.	Once an application is submitted and deemed technically complete staff will route a copy of the submitted materials to other City departments <u>and Skagit County</u> for their review and comment. A metes and bounds description is required for the entire annexation area.
Step 4.	City staff to verify with the Skagit County Assessor's information that the signatures on the '10% Notice of Intent to Annex' form represents 10% of the assessed valuation of the proposed annexation area.
Step 5	City Council sets a date for a public meeting on the annexation proposal, which shall occur within 60-days of the filing of the notice. NOTE: this is a meeting with the annexation proponents; it is not a public hearing.
Step 6.	Public Meeting is held before City Council to determine the following. The Council's decisions on the following will be outlined within a Resolution. <ul style="list-style-type: none"> 1) Whether to approve/deny processing of annexation; 2) What the annexation boundaries shall be; 3) Whether the annexed area will be required to assume its share of bonded indebtedness; and, 4) What the initial zoning of the area shall be.
Step 7.	City staff completes the BRB's 'Notice of Intention' and files it with the BRB, utilizing the BRB's procedures (may be filed any time within 180 days of initiation of annexation)

	proceedings). If jurisdiction is invoked a hearing will be held before BRB. At this time submit NOI to all utility companies and WDOT 60 days prior to final approval.
Step 8.	<p>If jurisdiction is not invoked and the required 45-days has lapsed, the applicant shall submit to the City annexation petitions representing either:</p> <ol style="list-style-type: none"> 1) 50% of the total acreage and 50% of the registered voters; or, 2) 60% of the assessed valuation of the proposed annexation area. <p>If jurisdiction is invoked, the above outlined materials to be submitted by the applicant to City after the BRB hearing is held if the annexation is to proceed.</p>

Step 9	Annexation petitions referenced above within 'Step 8' are transmitted by City staff to the County Assessor for determination of sufficiency within 3-days of their submittal. If the signatures are certified by County Assessor as sufficient the process continues to 'Step 10'.
Step 10.	Date set by City Council for public hearing. Notice of hearing specifying time & place of hearing to be published in the Skagit Valley Herald and posted in three (3) public places within the area proposed for annexation. Notices sent by City staff to properties within the annexation area and also within 500-feet of the annexation area.
Step 11.	Hearing held and City Council action taken to approve or deny the proposal. Council action taken with an Ordinance.
Step 12.	<p>If Council action is taken to approve the annexation City staff distributes the annexation Ordinance within 30-days of being approved and published.</p> <p>Three (3) copies of ordinance and map sent to:</p> <ul style="list-style-type: none"> • Skagit County Board of County Commissioners; and, • State of Washington Office of Financial Management. <p>One (1) copy of the ordinance and map to each of the following:</p> <ul style="list-style-type: none"> • Skagit County Auditor; • Skagit County Assessor; • Washington State Department of Revenue; • US Bureau of Census; • City departments; • Skagit 911; • PUD; • Puget Power; • Sheriff; • Fire Districts; • Any other special districts, such as Drainage or Dike Districts with the annexation territory; and, • Any entity that remits taxes to City from the annexed territory (such as wireless telecommunications providers).