



# ***Annexation Checklist***

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

- ☐ Attend a Pre-Application meeting with City Planning Staff

## **REQUIRED CONTENTS**

- ☐ Completed General Permit Application – **TO BE COMPLETED IN INK**
- ☐ Completed Annexation Application Form – **TO BE COMPLETED IN INK**
- ☐ Public Notice Mailing List (property owner mailing list – 100')
- ☐ Completed Acknowledgment of Mailing List Form
- ☐ Legal Description that meets Department of Revenue Requirements
- ☐ Completed Applicant and Owner Statement Form
- ☐ Completed Consent to Annex
- ☐ Copy of Deed
- ☐ Site Plan (one electronic PDF copy and one paper copy on 11" x 17" sheets showing area to be annexed) with legal description of area to be annexed
- ☐ Vicinity Map identifying:
  - ☐ the site
  - ☐ the surrounding area and existing development
- ☐ Application Fee (\$500)
- ☐ Mailing Notice Costs (current postage rate + 10 cents x number of property owners)
- ☐ Legal Notice Costs (this will be billed and shall be paid within 30 days of the final decision on the application)

**Remember:** An Annexation may only be approved if it conforms to the Comprehensive Plan, including the following criteria:

- ☐ The Annexation will not encroach upon agricultural lands
- ☐ The Annexation will not encroach upon forest lands
- ☐ The Annexation will promote the conservation of open space and the protection of scenic resources
- ☐ The Annexation will not adversely affect the quality of the community's air, water and land resources
- ☐ The Annexation will not endanger life or property from natural disasters or hazards
- ☐ The Annexation will promote the satisfaction of the citizen's recreation needs
- ☐ The Annexation will promote diversification and improvement of the community's economy
- ☐ The Annexation will promote satisfaction of the community's housing needs
- ☐ The Annexation will promote a timely, orderly and efficient arrangement of public facilities and services
- ☐ The Annexation will promote a safe, convenient and economic transportation system
- ☐ The Annexation will promote the conservation of energy
- ☐ The Annexation will promote an orderly and efficient transition from rural to urban land use

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# General Review Application

City of Klamath Falls Development Services  
226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

File Number(s):

## OFFICIAL USE ONLY

Date Received: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_

Hearing Date: \_\_\_\_\_ Date of Pre-App Meeting: \_\_\_\_\_

↓ DATE OF DLCD NOTICE—FOR ANNEXATION AND ZONE CHANGE ONLY ↓

Notice of Proposal: \_\_\_\_\_ Notice of Adoption: \_\_\_\_\_

## APPLICATION TYPE

↓ Applications processed through the City Planning Department – *Check all that apply* ↓

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Design Review—Major (\$750)   | <input type="checkbox"/> Design Review—Minor (\$300)     | <input type="checkbox"/> Conditional Use Permit (\$1,000) |
| <input type="checkbox"/> Variance—Major (\$750)  | <input type="checkbox"/> Variance—Minor (\$300)          | <input type="checkbox"/> Annexation (\$500)               |
| <input type="checkbox"/> Land Partition—Tentative (\$750)  | <input type="checkbox"/> Subdivision—Tentative (\$1,500) | <input type="checkbox"/> Zone Change (\$2,000)            |
| <input type="checkbox"/> Nonconforming Use Exception (\$175) <input type="checkbox"/> Other → Please Describe: _____ |  |   |

## APPLICANT INFORMATION

*Please check primary contact person*

**TO BE COMPLETED IN INK**

☐ Landowner Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐ Applicant Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

☐ Agent (e.g. Architect, Engineer, Surveyor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

City Business License No: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## SUBJECT SITE INFORMATION

Property Address: \_\_\_\_\_

Map & Tax Lot Number(s): \_\_\_\_\_

Subdivision, Lot & Block: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Size of Parcel(s): \_\_\_\_\_

Describe current uses, existing structures, other improvements and vegetation on the property: \_\_\_\_\_

Existing easements and/or deed restrictions—Purpose and Description: \_\_\_\_\_

Volume & Page Number: \_\_\_\_\_

(continued)

## PROJECT INFORMATION

- Briefly describe the project and proposed use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Will any portion of the facility, once operational, be age restricted? ☐ Yes ☐ No

## TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate and the impact on local streets and traffic conditions: \_\_\_\_\_  
\_\_\_\_\_

## ENVIRONMENTAL IMPACTS

- Describe any noise potentially generated by the proposed use (including during construction): \_\_\_\_\_  
\_\_\_\_\_
- Describe pollution emissions that will be generated by the proposed use: \_\_\_\_\_  
\_\_\_\_\_
- Describe the impact of the proposal on adjacent scenic views, historical resources or other environmental resources: \_\_\_\_\_  
\_\_\_\_\_

## CONSTRUCTION IMPACTS

- If excavation or fill is planned, explain the purpose, location and amount of each: \_\_\_\_\_  
\_\_\_\_\_
- If tree removal is planned, explain the purpose of removal and the location and number of trees to be removed: \_\_\_\_\_  
\_\_\_\_\_

## PLEASE NOTE

- If driveways are planned as part of your proposal, please note the type (residential or commercial), width and location of each on the site plan.
- If sidewalks are planned, show the width and location on the site plan.
- If water and sewer are planned, show the main lines and service lines on the site plan.
- If storm water is planned, show the main lines and service lines or on-site detention/retention on the site plan.



# Consent to Annexation

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

File Number:

TO THE MAYOR AND COMMON COUNCIL OF THE CITY OF KLAMATH FALLS, OREGON:

We, the undersigned, do hereby allege and state that we are the owners of either the legal and/or equitable title to the real property described herein. We do hereby request that all the territory described herein be annexed to the city of Klamath Falls without an election being held within the territory to be annexed. We do hereby consent each for himself, that our property be annexed into the city of Klamath Falls, Oregon.

IN WITNESS WHEREOF, we have affixed our signatures on this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
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# *Annexation Application*

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

## **TO BE COMPLETED IN INK**

This is an Annexation application supplement, required for all Annexation applications. **Please write a response (facts and findings) to each statement (criterion) explaining how your proposal meets that criterion.** Attach additional sheets if necessary.

### REQUIRED FINDINGS

The Community Development Ordinance (Sections 13.105-13.140) and Oregon Statutes (Chapter 222) regulates Annexations. An Annexation may only be accepted if it is found to conform to the Comprehensive Plan. Please complete this form to explain how you think the requested Annexation will satisfy the following requirements.

1. Will the Annexation encroach upon agricultural lands? ☐ No ☐ Yes – Explain

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2. Will the Annexation encroach upon forest lands? ☐ No ☐ Yes – Explain

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3. Explain how the Annexation will help conserve open space and protect natural and scenic resources.

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4. Will the Annexation adversely affect the quality of the community's air, water and land resources? ☐ No ☐ Yes – Explain

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5. Will the Annexation endanger life or property from natural disasters or hazards? ☐ No ☐ Yes – Explain

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6. Explain how the Annexation will help satisfy the citizen's recreation needs.

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7. Explain how the Annexation will diversify and improve the community's economy.

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8. Explain how the annexation will help satisfy the community's housing needs.

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9. Explain how the Annexation will create a timely, orderly and efficient arrangement of public facilities and services.

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10. Explain how the Annexation will help provide a safe, convenient and economic transportation system.

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11. Explain how the Annexation will aid in conserving energy.

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12. Explain how the Annexation will promote an orderly and efficient transition from rural to urban land uses.

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# Public Hearing Notice Mailing List

City of Klamath Falls Development Services, 226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

## INSTRUCTIONS FOR PROVIDING PUBLIC HEARING NOTICE INFORMATION FOR THE FOLLOWING APPLICATIONS:

### ◆ Annexation ◆

### ◆ Design Review ◆

When applying for any of the above, please provide the information necessary to notify the nearby property owners about any and all public hearings associated with your project. This information is to be provided in the following manner:

Obtain a current copy of the County Assessor map(s) (tax maps) which include(s) your project site and *all parcels within 100 feet* of any part of the parcel where your project is located, including public rights-of-way. The exterior property lines of the parcel(s) on which your project is located, even if your project will occupy only a portion of the parcel(s), must be clearly outlined on the map, and another line must be clearly drawn indicating a distance of **100 feet** from all exterior property lines you have outlined. Check the scale shown on each map if multiple maps are used (they may be different), and use the adjoining maps if necessary to include all property within **100 feet**. *See example on the back of this form.* **The county Assessor's Office may be able to print a list of addresses for you. If interested, you may inquire with them at the County Government Center at 305 Main Street, Klamath Falls, OR 97601.**

Obtain names, addresses and tax lot numbers of all owners of property within 100 feet, as listed on the last preceding tax roll of the Assessor of Klamath County. List this information in the following order:

- Tax Account Number
- Property Owner Name
- Street Address
- City, State and Zip Code

NOTE: Type or print information on mailing labels. If hand written, print them legibly or the mailing list will be returned, delaying the application. Typed mailing labels will help expedite the application process.

You are required to pay for the Mailing Notice costs (current postage rate plus 10 cents multiplied by the number of property owners to be notified) with your application fee. Make sure to check your list for duplicate addresses, as only one notice needs to be sent to each individual address. You are also required to pay for Legal Notice costs (e.g. public hearing notices printed in the newspaper). These costs will be billed to you and shall be paid within 30 days.

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## ACKNOWLEDGEMENT OF MAILING LIST

STATE OF OREGON  
COUNTY OF KLAMATH  
CITY OF KLAMATH FALLS

} SS

I, (print name) \_\_\_\_\_ do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, I submitted with my application, such names, addresses and tax account numbers as are listed on the last preceding tax roll of the Assessor of Klamath County; and

**That said list contains a true copy of all property owners within 100 feet of the subject property.**

**NOTARY USE ONLY** – Subscribed to me this:

\* **SIGNATURE** - Must be signed in presence of notary.

\* \_\_\_\_\_ day of \_\_\_\_\_

\* Applicant's Signature: \_\_\_\_\_

\* Notary Public of Oregon: \_\_\_\_\_

\* Date of Signature: \_\_\_\_\_

SEE MAP 39 09 3140



NORTH ARROW 

## ADJOINING MAP

SUBDIV  
NAME

TAX LOT NUMBER 2

BLOCK NUMBER 2

LOT NUMBER 2

# DARROW

FOURTH

AYE

MILLS

(APPLGA)

AVE

RECLAMATION

1

AVE

WANTLAND

AVI

EBERLEIN

A1

MAP NUMBER 2-38-09 33DA  
KLAMATH FALLS

## **WHAT IS ANNEXATION?**

Not all development is located within the city limits, although it often appears that it is. These homes, businesses, and properties outside the City limits are treated differently than those in the City.

Annexation is the process of extending the City limit boundary to incorporate properties adjacent to the existing City limit line and within the Urban Growth Boundary. The property is then within the city limit and entitled to City services. Property that is annexed is rezoned with City designations. The City will annex vacant land as well as developed property.

When land adjacent to the city limits, and within the Urban Growth Boundary is proposed for development or subdivision, it will be required to be annexed. However, if you own property that is located near the City limits and it is reasonable to assume that the property between you and the city limits will develop in the future, you will be required to sign a *consent to annex* agreement with the City. This agreement states that you will annex into the City at a future date (to be determined by the City).

## **DO I NEED TO ANNEX?**

If your property is adjacent to the City limits and you plan to develop it, you will be required to annex into the City. If your property is not contiguous to the City boundary but you request to utilize City utilities (to have City water and sewer utilities extended to your property, or to have the City pave the streets) you will be required to apply for annexation or to sign a *consent to annex* agreement. Please contact the Planning Division to find out if Annexation is required for your project.

## **WHO DECIDES IF MY PROPERTY IS TO BE ANNEXED?**

A property owner can apply for annexation or the City Council can initiate annexation. After the annexation is started the City Planning Director sets a date for a public hearing before the Planning Commission. The Planning Commission listens to the concerns of the applicant and neighbors to the projects, discusses the issues, and makes a recommendation to the City Council to approve, disapprove or modify, the proposal. The Commission meets bimonthly.

After the Planning Commission public hearing, a date is set for a public hearing before the City Council. City Council approves, reverses or modifies the Commission's recommendation. The City Council meets the first and third Mondays of each month at 7:00 p.m. The decision of the Council is final unless appealed to the Land Use Board of Appeals.

## **WHAT IS CONSIDERED IN REVIEWING A PROPOSED PROJECT?**

When requesting annexation, applicants should keep in mind that the project will be carefully reviewed to determine how the proposal relates to the existing city boundaries, and how it affects the neighborhood and community. To put it another way, the decision-makers want to make sure that the proposal fits with the surrounding area and supports adopted community goals. The proposal must comply with ordinance and comprehensive plan requirements and the site must be able to physically accommodate the proposed use.

## **WHAT LAWS REGULATE ANNEXATION?**

Annexations are regulated through Chapter 13, sections 13.105-13.140, of the Community Development Ordinance and Oregon Revised Statutes, Chapter 222.

## **HOW MUCH DOES IT COST?**

The application fee is \$500.00. The fee for the pre-application meeting is 10% of the application fee (\$50.00). This fee is deducted from your final application fee. In total, you would pay \$500.00

## **HOW LONG DOES IT TAKE?**

Processing times vary depending upon the site and complexity associated with the project. In most cases, annexation takes about two to three months to process. You can help expedite the process by making sure your application is complete, your proposal is clearly stated, and all required information is provided. If you file concurrent applications (in addition to annexing the property you want to apply for a Conditional Use Permit or Design Review) processing time could be lengthened. The Planning Division is available to answer your questions regarding any application requirement. For more information, call (541) 883-4950 and ask to speak with a Planner.