



Annexation Application

City of Klamath Falls Planning Department, 226 South 5th Street, Klamath Falls, OR 97601

TO BE COMPLETED IN INK

This is a 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

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

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

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

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

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

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

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

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

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

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

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



Annexation Checklist

City of Klamath Falls Planning Department, 226 South 5th 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 Owners Statement Form
- Completed Consent to Annex
- Copy of Deed
- Site Plan (10 copies 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



Applicant & Owner Statement

City of Klamath Falls Planning Department, 226 South 5th Street, Klamath Falls, OR 97601

I (we) the undersigned applicant(s) and/or owner(s) of the parcel of land located at the address listed below; identified as the Tax Account Number(s) also listed below, realize that this application rests upon the above answers and accompanying data and do hereby affirm and certify under penalty of perjury, that the foregoing statements and answers are in all respects true and correct to the best of my/our knowledge. By submission of this application, the owner and developer hereby grant the City permission to erect a public notice sign on the subject property for public information purposes.

Subject Property Address: _____

Subject Property Tax Account Number(s): _____

APPLICANT(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

If the applicant listed on this application is not the sole deed holder of the property or properties described above, complete the following or submit a separate written authorization from the owner:

AUTHORIZATION TO ACT AS AGENT

I (we) the undersigned, hereby certify that as deed holder(s) of record of property or properties described above, hereby authorize the person(s) listed as the applicant(s) on this application to act and appear as agent, with respect to this application.

LANDOWNER(S):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____



Consent to Annexation

City of Klamath Falls Planning Department
226 South 5th 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

Signature



General Review Application

City of Klamath Falls Planning Department
226 South 5th 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 ⌋

APPLICATION TYPE

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

- Design Review—Major (\$300)
- Design Review—Minor (\$100)
- Conditional Use Permit (\$350)
- Variance—Major (\$250)
- Variance—Minor (\$125)
- Annexation (\$500)
- Land Partition—Tentative (\$250)
- Subdivision—Tentative (\$500)
- Zone Change (\$500)
- Nonconforming Use Exception (\$175)
- 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 (eg. 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: _____

PROJECT INFORMATION

- Briefly describe the project & proposed use: _____

TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate & its 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: _____

ECONOMIC IMPACTS

- New Business or Expansion: _____
- New Employment Positions: _____
- Estimated Valuation: _____
- Estimated Revenue: _____

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.

City of Klamath Falls Planning Department – Phone: (541) 883-5361 Fax: (541) 883-5390



Public Hearing Notice Mailing List

City of Klamath Falls Planning Department 226 South 5th 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) that 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.

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 or Oregon: _____

* Date of Signature: _____

THIS MAP WAS PREPARED FOR
RECORDING PURPOSE ONLY.

KLAMATH COUNTY
1407

SEE MAP 28 09 330D



NORTH ARROW ↑

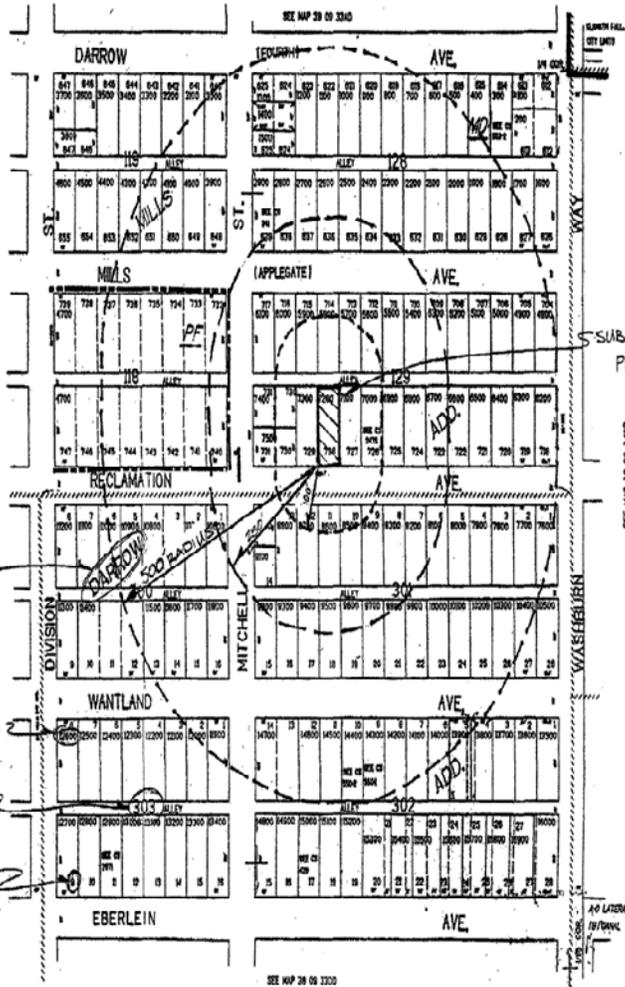
ADJOINING MAP

SUBDIVISION
NAME

TAX LOT NUMBER

BLOCK NUMBER

LOT NUMBER



SUBJECT
PROPERTY

MAP NUMBER 28-09-330A
KLAMATH FALLS