

NOTICE OF INTENTION

(Application for Annexation/Merger)

Thurston County Boundary Review Board

2411 Chandler Court SW, Olympia, WA 98502

360.741.2514 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)

Email: brbchiefclerk@trpc.org

Website: www.trpc.org/brb



SUBMITTAL REQUIREMENTS

Annexation: Original + 6 copies

CD containing all documents as separated .pdf format files

Waiver:Original + 8 copies

CD containing all documents as separated .pdf format files

1. Jurisdiction Requesting Annexation/Merger: _____
Responsible Official: _____
Phone: _____
FAX: _____
E-mail: _____

2. If number of parcels is less than three, please list the owners:

3. Method used to initiate the proposed action: _____

4. Location (address, if assigned): _____

5. Legal Description. A copy of the legal description of the perimeter boundaries of the area involved in the proposed action certified by a registered engineer or land surveyor (attach as a separate exhibit):

6. Size in Acres: _____

7. Assessed Valuation (attach Assessor's information): _____

8. Please state the nature of this action and the relevant statutory citation (i.e., annexation for municipal purposes pursuant to RCW 35.13.180):

9. Current Joint Plan Designation:

10. Is the site currently served by sewer or water?

Sewer Water Neither

If no, specify services desired: _____

If sewer or water desired, include map showing location of nearest lines.

11. When is extension of water and sewer service planned to the area:

12. Does this proposal affect any other interjurisdictional agreements?

Yes No

If yes, please list these agreements:

13. Does this proposal conform to adopted county-wide planning policies on annexation?

14. Other specific Reason(s) for Annexation:

15. Explain how this proposal furthers the objectives of the Boundary Review Board (as applicable) (RCW 36.93.180) [attach additional pages if necessary] (Some of these items may not apply because of Growth Management Agreements.):

a. Preservation of natural neighborhoods and communities:

b. Use of physical boundaries, including but not limited to bodies of water, highways, and land contours:

c. Creation and preservation of logical service areas:

d. Prevention of abnormally irregular boundaries:

e. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas

f. Dissolution of inactive special purpose districts:

g. Adjustment of impractical boundaries:

h. Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character

i. Protection of agricultural lands:

NOTE:

The Boundary Review Board can consider the following factors (RCW 36.93.170) in deciding whether a particular decision furthers the objectives stated above:

1. *Population and territory*
2. *Population density*
3. *Land area and land use*
4. *Comprehensive use plans and zoning*
5. *Per capita assessed valuation*
6. *Topography, natural boundaries and drainage basins, proximity to other populated areas*
7. *The existence of prime agricultural soils and agricultural uses*
8. *The likelihood of significant growth in the area and in adjacent incorporation and unincorporated areas during the next ten years*
9. *Location and most desirable future location of community facilities*
10. *Municipal services*
11. *Need for municipal services*
12. *Effect of ordinances, governmental codes, regulations and resolutions on existing uses*
13. *Present cost and adequacy of governmental services and controls in area*
14. *Prospects of governmental services from other sources*
15. *Probable future needs for such services and controls*
16. *Probable effect of proposal or alternative on cost and adequacy of services and controls in area and adjacent area*
17. *The effect of the finances, debt structure, and contractual obligations and rights of all affected governmental units*
18. *The effect of the proposal or alternative on adjacent areas, on mutual economic and social interests, and on the local governmental structure of the county*
19. *Decisions of the Boundary Review Board must also be consistent with the Washington State Growth Management Act RCW 36.70A.020, 36.70A.110, and 36.70A.210.*

REQUIRED ATTACHMENTS:

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THURSTON COUNTY BOUNDARY REVIEW BOARD:

- I. **Notice of Intention** (the Boundary Review Board’s Notice).
- II. **Maps** (*NOTE: Must have legends/Colored maps no larger than 11 x 17 inches are encouraged in pdf format and attachments.*)

The following maps must be submitted with all notices of intention:

- A. **Map of Entire City/Area.** No larger than 11 x 17 inches:
 1. The general vicinity of the proposal.
 2. The area proposed for annexation, highlighted in some manner.
 3. The boundaries of other cities near the annexation area (highlighted if not readily discernable).
 4. Major streets/roads identified.
 - B. **Assessor's Map** showing specific parcel(s) and immediate vicinity, (reduced copy is preferable). Valuable, but not required:
 1. Map showing parcel numbers for the proposal and immediate vicinity
 2. Map showing owner names for the proposal and immediate vicinity
 - C. **Physical Features.** One or more maps showing the following (when available):
 1. Dominant physical features such as lakes, creeks, and ravines
 2. Flood plain boundaries (100-year)
 3. Railroad lines
 4. All public roads near the annexation/merger
 5. Commercial agriculture lands (when this information is available)
 - D. **Service Area and Other Boundaries.** Map showing the proposed annexation and its relationship to the Urban Growth Boundary.
 - E. **Other Maps**
 1. Existing joint plan zoning.
 2. Location of water and sewer mains within proposed annexation, if any, and those nearby (any jurisdiction).
- III. **Filing Fee.** \$50.00 check made out to “Thurston Regional Planning Council”. (*Note: the fee will not be processed until the application is determined complete*)

IV. **Method of Annexation** (only one will apply)

1. Election Method: Complete copy of minutes of the meeting during which the City Resolution calling for annexation election is adopted or the city accepted the petition for election (certified if appropriate);

OR

2. Direct Petition Method:
 - a. Affidavit of publication of the initial public meeting notice.
 - b. Copy of minutes of the public meeting required in which the city accepts the proposed annexation.
 - c. A signed copy of the decision by the city accepting the proposed annexation. The Notice on Intent to annex needs to be filed with the Boundary Review Board within 180 days of the date when the city accepts the proposed annexation.
 - d. Affidavit of publication of the public hearing as required under RCW35A.14.130.
 - e. For non-city annexations, copies of the signed petitions for annexation with parcel numbers of the properties, which are represented by the signatures.
 - f. Copy of the Declaration of Petition Sufficiency from the Office of the Thurston County Assessor (see RCW 35.21.005(4) for non-code cities, or 35A.01.040(4) for code cities).

V. **SEPA Determination** (does not apply to city/town annexations per RCW 43.21C.222)