



APPLICATION FOR ANNEXATION

(PLEASE PRINT CLEARLY OR TYPE)

(Prior to filing, the proposal should be discussed in detail with the Planning Division)

Office use only

Tidemark Project / Case # _____ Date Application Received _____

Assigned To: _____

For Whatcom County residents seeking annexation to the City of Bellingham, the “60% Petition Method” is the most frequently used for annexing territory. The annexation process can be complex and lengthy, but generally follows the steps outlined below.

1. To submit an application for annexation, proponents are required to collect signatures on a “Notice of Intent to Annex” form that represents 10% of the assessed valuation of the acreage proposed for annexation.
2. The Planning and Community Development Division will then present the Notice of Intent to Annex to the Bellingham City Council. If the Bellingham City Council determines that it is in the City’s interest to dedicate staff time and resources to the proposal, then they will “initiate” the annexation process.
3. If the Bellingham City Council initiates the annexation proposal, then annexation proponents must use official petition forms to collect the signatures of owners of property that represents not less than 60% of the total assessed valuation of the acreage in the area requested for annexation.
4. If 60% of the assessed valuation is in favor of annexation, then the proposal is forwarded to the Boundary Review Board for a 45-day review period and the City-County Interlocal Agreement must be amended to reflect the annexation proposal.
5. If the Boundary Review Board issues approval of the annexation proposal, then the Bellingham City Council must grant final approval at a public hearing and the annexation must be certified by the State of Washington.

Applicant

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Contact Person (this is the single point of contact that should receive all notices, mailings, information)

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Property Information

Address of Subject Property _____

Size of Annexation Area (in acres) _____ Assessed Valuation of Property _____

Tax Assessor's Parcel Number and Legal Description of Subject Property **(the parcel number is mandatory to begin processing of the application)** _____

General Description of Annexation Area _____

Township: _____ Range: _____ Section: _____

Land Use Classification (zoning code): _____

Adjacent Bellingham Neighborhood: _____

Shoreline Designation (if applicable): _____

Special Areas on or near site (please show areas on maps):

- None Scenic Vistas Historic South Birchwood King Mountain
- Wetland / Swamp / Bog Steep Slopes / Draw / Gully / Ravine Flood Hazard Area
- Creek or Stream (name): _____
- Lake or Pond (name): _____
- Other (toxic, superfund, etc.): _____

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject area or am duly authorized by the owner(s) to act with respect to this application. Further, I grant permission from the owner(s) to any and all employees and representatives of the City of Bellingham and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City, which apply to this application.

SIGNATURE(S): _____ DATE: _____

SUBMITTAL REQUIREMENTS

For Complete Application

- Applications will not be scheduled for public hearing until they include the following items and are determined to be complete:
- Confirmation that the pre-application neighborhood meeting has been conducted. **The pre-application neighborhood meeting must be conducted before an application will be accepted as complete.**
- General annexation application.
- A “Notice of Intent” form requesting annexation to Bellingham, including justification **and** Signatures of property owners representing not less than 10% of the total assessed valuation of the acreage of the area proposed for annexation.
- Full legal description of the proposed annexation area.
- A map or series of maps showing **all** of the following:
 - General vicinity of proposed annexation in relation to the City of Bellingham.
 - The proposed boundaries of the annexation (must be highlighted in some manner).
 - The City of Bellingham limits.
 - The Urban Growth Boundary line.
 - Dominant physical features such as lakes, streams, and ravines.
 - All public roads near the annexation area.
- Mailing list of all adjacent property owners inside the proposed annexation area and within 500 feet of the exterior boundary line.
- Application fee (see separate fee scheduled).

MAILING LIST INSTRUCTIONS

Using the information from the Whatcom County Assessor's Office, applicants must **submit** an accurate mailing list, which includes the name, mailing address, and parcel number of each property owner within 500 feet (100 feet for Home Occupation Applications) of the exterior boundary of the subject property, AND typed mailing labels. Errors in mailing labels may result in process delays and re-notice fees. The following information should provide you with the necessary resources.

- Obtain Property Ownership Information from the Whatcom County Assessor's Office**
 - The Assessor's Office is open Monday –Friday 8:30 – 4:30 and is located on the first floor of the Whatcom County Courthouse, 311 Grand Avenue, Bellingham, 360-676-6790.
 - Bring enough information to identify all of the property in the project site, such as tax parcel numbers, legal descriptions, address(es) or boundary on a plat map. Assessor's Office staff can help you find the Assessor's map(s) containing the project parcel(s).
 - Utilize the Assessor's map to measure the required ownership notice distance (listed on the application) and record the parcel number for each property within or partially within the required distance of 500 feet (*100 feet for Home Occupation*) from the boundary of the project parcel. If the owner of the project property owns other property within the notice distance but not included in the project site, contact the Planning Division to determine whether the notice radius must be increased.
 - Record the property owner's name and mailing address by accessing each parcel number via the computer terminals at the Assessor's Office or through the Internet by accessing the database under "Real Property Search" at www.whatcomcounty.us/assessor/index.jsp. Click on the parcel number in the first data screen to bring up a screen with the owner's full address and zip code. The maps are also available at this site if you wish to check a parcel number.
 - If the site is a condominium, include the owner of each unit.

- Print addresses on Avery 5160 labels** (or in Avery 5160 label format) – *Example provided*
 - Labels must include the address of the:
 - Owner
 - Applicant / Contact for the proposal
 - All property owners with the required 500 foot radius (100 feet for Home Occupation Applications)
 - Bellingham Herald
 - Applicable Mayor's Neighborhood Advisory Commission (MNAC) representative
 - Applicable Neighborhood Association(s) representative.

Alabama Hill	Cordata	Irongate	Roosevelt	South Hill
Barkley	Cornwall Park	King Mountain	Samish	Sunnyland
Birchwood	Edgemoor	Lettered Streets	Sehome	Whatcom Falls
CBD	Fairhaven	Meridian	Silver Beach	WWU
Columbia	Happy Valley	Puget	South	York

- The addresses should fit on one **Avery 5160 label** - format example provided.
- Please **DO NOT**:
 - **Repeat names** on the mailing list. If someone is listed as owning more than one property, only list the owner's name and address once on the mailing list.
 - **Do not list the tax parcel number on the labels**

- Submit the notarized Address Information Verification with a copy of the parcel numbers and property owner's name and mailing address information attached.**

Contact Planning Division staff at the Permit Center, Bellingham City Hall, 210 Lottie Street (360-778-8300) to determine which neighborhood representatives and associations must be added to your mailing list or to obtain addresses. This information can also be found on the city's website at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>

Adding Neighborhood Representatives and Associations

The following addresses must be added to the mailing list for the neighborhood in which the project is located and any neighborhood within the required notice distance of 500 feet from the boundary of the project site:

1. The Mayor's Neighborhood Advisory Commission member; and
2. The neighborhood association president.

Feel free to contact Planning Division staff at the Permit Center, Bellingham City Hall, 210 Lottie Street (360-778-8300) to determine which neighborhood representatives and associations must be added to your mailing list or to obtain addresses. This information can also be found on the city's website at <http://www.cob.org/documents/planning/applications-forms/permit-center-publications/nbrhd-media-notification-list.pdf>.

The following neighborhoods are within the required notice radius: (check all that apply)

- | | | |
|----------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Alabama Hill | <input type="checkbox"/> Happy Valley | <input type="checkbox"/> Sehome |
| <input type="checkbox"/> Barkley | <input type="checkbox"/> Irongate | <input type="checkbox"/> Silver Beach |
| <input type="checkbox"/> Birchwood | <input type="checkbox"/> King Mountain | <input type="checkbox"/> South |
| <input type="checkbox"/> CBD | <input type="checkbox"/> Lettered Streets | <input type="checkbox"/> South Hill |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Meridian | <input type="checkbox"/> Sunnyland |
| <input type="checkbox"/> Cordata | <input type="checkbox"/> Puget | <input type="checkbox"/> Whatcom Falls |
| <input type="checkbox"/> Cornwall Park | <input type="checkbox"/> Roosevelt | <input type="checkbox"/> WWU |
| <input type="checkbox"/> Edgemoor | <input type="checkbox"/> Samish | <input type="checkbox"/> York |
| <input type="checkbox"/> Fairhaven | | |

As you get ready to prepare your labels keep the following checklist in mind:

- The information was acquired from the Assessor's office or database
- Address for the following members have been included on the label sheet:
 - The property owner
 - The applicant
 - Every property owner within the required radius of 500 feet
 - The Mayor's Neighborhood Advisory Commission (MNAC) representative
 - The appropriate neighborhood association(s) representative
 - The Bellingham Herald (*address provided on the sample label page*)
- The mailing information has been printed on Avery 5160 labels (or another similar brand)
- All of the information **completely fits** on the label
- Mailing information has been notarized

<p><i>Avery 5160 labels or in Avery 5160 label format</i></p>	<p><i>Font – Arial, 11</i></p>	
<p>Property Owner Address City, State, Zip</p>	<p>Applicant Address City, State, Zip</p>	<p>MNAC Representative Address City, State, Zip</p>
<p>Neighborhood Association Rep Address City, State, Zip</p>	<p>Bellingham Herald Community News Department 1155 N. State St. Bellingham, WA 98225</p>	<p>All Property Owners within the specified radius:</p>
<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>	<p>First name Last name Address City, State, Zip</p>



**NOTICE OF INTENT TO ANNEX
(10% Petition Method)**

For Planning Staff Use ONLY

Total Geographic Area of
Proposed Annexation:

_____ Acres

Percent of Total Assessed
Valuation by Signature:

_____%

DECLARATION

- We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Bellingham, Washington, but contiguous thereto and designated as part of the Bellingham Urban Growth Area. A legal description and map of this area are attached to this notice.
- We, the undersigned, owning acreage in excess of **10%** of the total assessed valuation of the described area, do hereby declare our intention to circulate a petition for annexation to the City of Bellingham, Washington. It is acknowledged that this petition may consist of multiple documents filed independently.

Authorization

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

WARNING: Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Annexation Proposal Contact Person	
Name: _____	Phone: _____
Address: _____	City/State/Zip: _____

