



NOTICE OF INTENT TO PETITION FOR ANNEXATION



We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Kennewick, Washington, but contiguous thereto and designated as part of the City of Kennewick Urban Growth Area. A legal description and map of this area are attached to this notice.

We, the undersigned, who are owners of not less than 10 percent in value according to the assessed valuation for general taxation of the property for which annexation is sought, hereby advise the City Council of the City of Kennewick that it is the desire of the undersigned residents to commence annexation proceedings in accordance with RCW 35A.14.120.

It is requested that a public meeting be held within 60 days to determine if the City will accept, reject, or geographically modify the proposed annexation; whether it shall require the simultaneous adoption of a proposed zoning regulation; and whether it shall require the assumption of existing city indebtedness by the area to be annexed.

It is acknowledged that this petition may consist of a group of pages containing identical text material and it is intended by the signers of this Notice of Intent that they be presented and considered as one Notice of Intent.

Property Owner Name (PLEASE PRINT)	Property Owner SIGNATURE	Street Address	Parcel Number	Date Signed

FOR OFFICE USE	
Date Received: _____	Valuation of Submitted Properties: _____
60-Day Deadline: _____	Percentage: _____ Verified by: _____



ANNEXATION PROCESS

The process of annexation is regulated by State law. Although there are several methods of annexation, the process most often used by the City is called the Direct Petition Method (RCW 35A.14.120). The Direct Petition Method can be used for "islands" (areas which are less than 100 acres and have at least 80% of the boundaries bordering the City Limits) and non-island areas. With "island" areas, the Direct Petition Method can be used if the City has petitions representing 50% of the assessed value of the entire "island". If part of an "island" is to be annexed, 60% is required. For areas that are not an "island", 60% is also required.

There is a fee of \$100.00 payable when the Notice of Intent to Petition is submitted to the City.

To begin the annexation process, a *Notice of Intent to Petition for Annexation* signed by property owners representing at least 10% of the assessed valuation of the proposed annexation area must be submitted to the City. The City Council will then hold a public meeting within 60 days of the date the petition is submitted to answer the following questions:

1. Will the City Council accept the annexation?
2. Will zoning, based on the previously-approved pre-zone Resolution be applied?
3. Will the Council require the appropriate share of past City debts to be assumed by the property proposed for annexation?

The decision to "accept" the annexation proposal does not commit the City Council to ultimately approving the annexation. The decision only means that the Council will allow the proposal to proceed through the petition process.

The Council will also direct Staff to submit this matter to the Benton County Boundary Review Board. Board review of the proposed annexation may be waived if the area is under 10 acres and has an assessed valuation of less than \$2,000,000.

If a waiver is not possible, then action by Board may be completed in 45 days after submittal of the required information if there is no request for Board review. If a review is requested, then Board action must be completed within 120 days after the request.

If the Board approves of the annexation, then it is referred to the City for final processing. If the Board denies the annexation, the process stops and final processing cannot continue. Actions of the Boundary Review Board are final unless appealed to the Courts.

Once the Board approves the annexation, the City will circulate a *Petition for Annexation* to all property owners within the proposed area. The petitions must be signed and returned to the City by property owners representing at least 60% (50% for "islands") of the assessed value of the area proposed. Intents-to-Petition and the Petition may be signed by the property owner, or by the City Clerk if an Outside Utility Agreement or utility Power-of-Attorney has been signed by the property owner. Property for which petitions have not been received or there is no Outside Utility Agreement or utility Power-of-Attorney, may still be included in the annexation if the assessed valuation is within State regulations. The completed petition must then be certified as sufficient by the County Assessor's office.

Once the City receives the Determination of Sufficiency from the County Assessor, the City Council will hold a public hearing and consider adopting the necessary annexation Ordinance. The Ordinance may annex all or any portion of the proposed area, but may not include in the annexation any property not described in the petition. The effective date of the annexation will be indicated in the Ordinance.

Please feel free to contact the Support Services Department at 585-4258 if you have any questions.