



Permit Center

210 Lottie Street, Bellingham, WA 98225

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Email: permits@cob.org Web: www.cob.org/permits

CASE # _____

DATE RCVD _____

ASSIGNED TO: _____

APPLICATION FOR ANNEXATION

(PLEASE PRINT CLEARLY OR TYPE)

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

Washington State law governs annexation procedures. Annexation is a procedure for bringing unincorporated areas of a county into an adjacent incorporated city. The most common form of annexation is the "direct petition method," whereby property owners or residents initiate and sign a petition asking to become part of the city.

Check one:

☐ **60% Direct Petition Method:**

The most common procedure for annexation is the 60% direct petition method, whereby signatures of residents representing not less than 10% of the residents of the area or property owners of not less than 10% of the total assessed valuation of the area are filed for annexation. If the City Council initiate the public review process, the proponents are then responsible for acquiring property owner signatures representing 60% of the assessed valuation of the area proposed for annexation.

☐ **Alternative Direct Petition Method:**

A second option available for annexation is the alternative direct petition method. Under this process for annexation signatures of residents representing not less than 10% of the residents of the area or property owners of not less than 10% of the acreage of the area are filed for annexation. If the City Council initiates the public review under this method for annexation, the petitioners are then responsible to acquire signatures that represent a majority (50+%) of the property owners acreage and registered voters residing in the area proposed for annexation. If no residents are within the area proposed for annexation, the petition must be signed by property owners of a majority of the acreage.

There is no guarantee that the City Council will initiate the public review process for filing a petition for annexation to the City. Additionally, there is no guarantee that the City Council will approve an annexation proposal based on initiating the review of an annexation proposal. At the conclusion of the public review process, the City Council votes to approve or deny the annexation.

Annexation Process:

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" petition form.
2. The Planning and Community Development Division will then present the Notice of Intent to

3. 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.
4. If the City Council accepts and initiates the annexation proposal, the proponents must then circulate a petition for signatures within the annexation area meeting the petition requirements for the type of annexation method proposed.
5. Within three working days after the filing of an annexation petition, the City shall transmit the petition to the Whatcom County Auditor's Office for petitions signed by registered voters, or to the County Assessor's Office for petitions signed by property owners for determination of sufficiency.
6. 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) of Subject Property _____

Adjacent Bellingham Neighborhood: _____

Shoreline Designation (if applicable): _____

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

- | | | |
|---|---|--|
| ☐ None | ☐ Wetland / Swamp / Bog | ☐ Flood Hazard Area |
| ☐ Scenic Vistas | ☐ Steep Slopes / Draw / Gully / Ravine | ☐ Historic |
| ☐ 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

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** petition signatures meeting the requirements for the "direct petition method" proposed.
- ☐ Full legal description of the proposed annexation area.
- ☐ A map or series of maps showing **all** of the following:
 - a. General vicinity of proposed annexation in relation to the City of Bellingham.
 - b. The proposed boundaries of the annexation (must be highlighted in some manner).
 - c. The City of Bellingham limits.
 - d. The Urban Growth Boundary line.
 - e. Dominant physical features such as lakes, streams, and ravines.
 - f. All public roads near the annexation area.
- ☐ Mailing list of all property owners inside the proposed annexation area and within 500 feet of the annexation boundary line.
- ☐ Application fee (see separate fee scheduled).

MAILING LIST INSTRUCTIONS:

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
- ☐ Addresses for the following members have been included on the label sheet
 - ☐ Property Owner ☐ Applicant / Contact for Proposal ☐ Bellingham Herald
 - ☐ All property owners within the required 500' radius (100' for Home Occupation Applications)
 - ☐ Applicable Mayor's Neighborhood Advisory Commission Representatives
 - ☐ Applicable Neighborhood Association Representatives (This information can be found at <http://www.cob.org/documents/planning/applications-forms/nbrhd-media-notification-list.pdf>)
- ☐ Mailing information has been printed on Avery 5160 labels (*see attached example*)
- ☐ All of the information **completely fits** on a single label
- ☐ Notarized **Address Information Verification form** has been completed

NOTE: Errors in mailing labels may result in process delays and re-notice fees.

Obtain Property Ownership Information from the Whatcom County Assessor's Office

- The Assessor's Office 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

- Labels **must** include the address and fit on one Avery 5160 label:
- Please **DO NOT**
 - o **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.
 - o **List** the tax parcel number on the labels

Address Information Verification form:

Form must be notarized and include a copy of the parcel numbers and property owner's name and mailing address information attached.

Address Information Verification

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

