

Annexation Instruction Information

Water Environment Services
A Department of Clackamas County
150 Beaver Creek Road
Oregon City, Oregon 97015
PHONE: 503-742-4567
FAX: 503-742-4565

The Annexation Packet needs to be filled out in order to process the annexation request.

You need to fill out the following forms:

- (1) PETITION OF OWNERS OF MAJORITY OF LAND AND PETITION OF A MAJORITY OF REGISTERED VOTERS FOR A DISTRICT ANNEXATION
- (2) PETITION for ANNEXATION of TERRITORY to CLACKAMAS COUNTY SERVICE DISTRICT NO. 1
- (5) NOTICE LIST – Property Owners
- (7) BOUNDARY CHANGE DATA SHEET
- (8) MAILING LABELS
- (9) Attachments, surveys, deeds, records, plats (if necessary)
- (10) Taxlot Map with boundary change highlighted

After you complete the above forms submit the uncompleted packet and the required checks (2) to Water Environment Services. WES will complete forms listed below.

The District will complete the following form:

- (3) CERTIFICATION OF PROPERTY OWNERSHIP OF AT LEAST ONE-HALF LAND AREA (District Double Majority Method)
- (3) CERTIFICATION OF LEGAL DESCRIPTION AND MAP
- (4) CERTIFICATION OF REGISTERED VOTERS (District Double Majority Method)
- (6) DOUBLE MAJORITY WORKSHEET
- (11) ENDORSEMENT OF ANNEXATION OF TERRITORY TO CLACKAMAS COUNTY SERVICE DISTRICT No. 1
- AFFIDAVIT OF POSTING

Once all the forms are completed along with the two checks is taken to Clackamas County Election Division. The Election Division takes the packet and forwards the County check to Finance, and submits the completed annexation packet along with the Metro check to Ken Martin at Metro.

Annexation Checklist for WES

Contact Name/Ph#: _____

Address: _____

Taxlot#: _____

	<i>Date / Initials</i>
<input type="checkbox"/> 1) <u>Petition of Owners Majority of Land, with Legal Description Attached & Area Map</u>	
<input type="checkbox"/> 2) <u>Petition - Signature Form</u>	
<input type="checkbox"/> 3) <u>Certification of Property Ownership & Certification of Legal Description</u>	
<input type="checkbox"/> 4) <u>Certification of Registered Voters</u>	
<input type="checkbox"/> 5) <u>Notice List (Property Owners Info)</u>	
<input type="checkbox"/> 6) <u>Double Majority Worksheet</u>	
<input type="checkbox"/> 7) <u>Boundary Change Data Sheet</u>	
<input type="checkbox"/> 8) <u>Mailing Labels (Owner)</u>	
<input type="checkbox"/> 9) <u>Attachments, surveys, deeds, records, plats</u>	
<input type="checkbox"/> 10) <u>Taxlot Map with boundary change highlighted.</u>	
<input type="checkbox"/> 11) <u>WES Director's recommendation to annex</u>	
<input type="checkbox"/> A) <u>Compliance Review (Submit to County Clerk w/ Fees)</u>	
<input type="checkbox"/> B) <u>Public Hearing Date</u>	
<input type="checkbox"/> C) <u>Public Hearing Notice</u>	
<input type="checkbox"/> D) <u>Staff Report</u>	
<input type="checkbox"/> E) <u>Public Hearing</u>	
<input type="checkbox"/> E) <u>Board Approval / Denial</u>	