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## ANNEXATION PROCEDURE

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**FEES:**

*10 acres or less = \$1,660*

*More than 10 acres = \$2,160*

**(75% Petition Method)**

1. **NOTICE OF INTENT** is filed by 10% of residents or owners of 10% valuation. Planning Department schedules a public hearing for consideration by City Council.
2. **COUNCIL SETS DATE FOR MEETING** with initiating parties to determine:
  - A. Whether the City will consider the proposed annexation;
  - B. Whether the property if annexed will become subject to the City's Comprehensive Plan;
  - C. Whether the property if annexed will be required to assume all or any portion of the City's existing general indebtedness.
3. **MEETING IS HELD**, answers given to the above questions.
4. **PETITION FOR ANNEXATION IS FILED**. Petition must be signed by owners of at least 75% in value of the area proposed for annexation, and must contain stipulations referred to in 2B and 2C above. See Public Information Bulletin on fee schedules for more information.
5. **PETITION IS PROCESSED AS FOLLOWS:**
  - A. Planning Department checks for adequacy of content and signatures;
  - B. Planning Director schedules petition for consideration by City Council;
6. **COUNCIL SETS TWO(2) PUBLIC HEARINGS:**
  - A. Hearing before Planning Commission for the purpose of obtaining a recommendation on how the property should be zoned if annexed;
    1. Planning Department sends notice of public hearing on proposed zoning to 600-foot radius list.
  - B. Hearing before Council for purpose rendering a decision on the annexation.

**7. PLANNING DEPARTMENT CAUSES NOTICE TO BE:**

- A. Published once in a newspaper of general circulation in the City, and
- B. Posted in three public places within the property proposed for annexation.

**8. PLANNING COMMISSION HOLD HEARING makes recommendation on zoning if annexed.**

**9. COUNCIL HOLDS HEARING:**

- A. Makes motion to annex or not annex property.
- B. Send legal to Skagit County Assessor for certification
- C. Send Notice of Intent package to Boundary Review Board for 45-day appeal period.

**10. CITY COUNCIL ADOPTS:**

- A. Ordinance to annex land.
- B. Ordinance to establish zoning.

**11. PLANNING DEPARTMENT THEN:**

- A. Publishes annexation ordinance;
- B. Sends three (3) certified copies to the Board of County Commissioners;
- C. Sends one (1) copy to the State Department of Revenue;
- D. Sends one (1) copy to the U.S. Bureau of Census if the annexation increased the City's population, and
- E. Notifies the State Office of Financial Management utilizing forms supplied by that agency.
- F. Sends one (1) copy of the ordinance along with a map to the Skagit County Assessor, Skagit County Auditor, Washington Utilities & Transportation Commission, Rural Skagit Sanitation, Washington Surveying & Rating Bureau, GTE, Puget Sound Energy, Skagit County P.U.D. #1, AT & T Cable, Cascade Natural Gas, City Departments.

# **NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS**

**To:** THE CITY COUNCIL OF THE CITY OF BURLINGTON, 900 E. FAIRHAVEN AVENUE,  
BURLINGTON, WASHINGTON

**COUNCILMEMBERS:**

The undersigned hereby advise the City Council that it is there desire to commence annexation proceedings for the property described below and depicted on the Petition, and certify that they either collectively own at least 10% of the value of described property according to the assessed valuation for general purposes, or

- b. Constitute at least 10% of the residents of the described property.

It is therefore requested that the City Council set a date no later than sixty days (60) after the filing of this request for a meeting with the undersigned to determine:

1. Whether the City Council will consider the proposed annexation;
2. Whether the City Council will require the property to become subject to the City's Comprehensive Plan for that area; and
3. Whether the City Council will require the assumption of all or part of the existing city indebtedness by the area to be annexed.

<b>OWNER'S SIGNATURE</b>	<b>PRINTED NAME</b>	<b>ADDRESS &amp; LEGAL DESCRIPTION</b>	<b>DATE SIGNED</b>

## **PETITION FOR ANNEXATION TO THE**

# CITY OF BURLINGTON • WASHINGTON

TO THE HONORABLE MAYOR AND CITY COUNCIL OF  
THE CITY OF BURLINGTON, WASHINGTON:

We, the undersigned being the owners of not less than seventy-five percent (75%) of value of the real property herein described and lying contiguous to the City of Burlington, Washington, do hereby petition that such territory be annexed to and made a part of the City of Burlington under the provisions of Chapter 128, Laws of 1945 (RCW 35.13.125, et seq.), and any amendments thereto, of the State of Washington.

A map and legal description of the territory proposed is attached to this petition.

The City Council of the City of Burlington met with the initiating parties at a meeting on \_\_\_\_\_, 20\_\_\_\_ and did determine that the city would consider the proposed annexation. At said meeting the City Council did also determine that:

It would require the property to become subject to the City’s Comprehensive Plan for the area to be annexed; and

It would require the assumption of existing city indebtedness by the area proposed to be annexed, as disclosed in the minutes of that Council meeting.

Wherefore, we the undersigned petition the Honorable City Council and ask:

- A. That appropriate action be taken to entertain this petition, fixing a date for a public hearing, causing notice to be published and posted, specifying that time and place of such hearing, and inviting all persons interested to appear and voice approval or disapproval of such annexation; and
- B. That following such hearing, the City Council determine by ordinance that such annexation shall be made, and declaring the date whereon such annexation shall be effective; and that property so annexed shall become a part of the City of Burlington, Washington, subject to its laws and ordinances then and thereafter in force.

*(Names of petitioners should be in identical form as the same appear on record in the chain of title to the real estate. Both husbands and wives must sign. Wives must sign their given names).*

Date	Signature & Address of Petitioner	Tax Lot or Lot No.	Block	Legal Description Plat or Addition
1.				
2.				
3.				
4.				