



Gladstone planning services are provided by 3J Consulting. Submit all land use applications and correspondence to: City of Gladstone Attn: Heather Austin 18505 Portland Ave. Gladstone, OR 97027
Email: heather.austin@3j-consulting.com or permit.review@3j-consulting.com • Phone: 503-946-9365 x206

ANNEXATION INFORMATION SHEET

WHAT IS ANNEXATION?

Annexation is the process to bring unincorporated property under the jurisdiction of the City of Gladstone. Annexations are intended to facilitate efficient urban and economic development opportunities by transferring jurisdiction over property with the Metro urban growth boundary from Clackamas County to the City of Gladstone. By annexing, the property will become part of the City's tax base and be eligible to receive utility services (e.g. water and sewer service). To be eligible for annexation, except as state law may otherwise permit, the unincorporated property must be contiguous to the existing boundary of the City of Gladstone and located within the Metro urban growth boundary.

WHAT IS NEEDED FOR APPROVAL?

All annexation applications ("petitions") are discretionary and may be approved after evaluation according to the criteria in GMC 17.94.060 and Metro Code 3.09.050. The petitioner is responsible for providing evidence to support the annexation request according to the approval criteria for annexations in GMC 17.81.040.

WHAT ARE CHANCES FOR APPROVAL?

Staff cannot predetermine the decision on any application. A decision will only be made after the complete application is processed. This includes review of citizen and agency comments. The decision is based on criteria appropriate to the application as listed in the GMC. To address the necessary criteria, the information requested in the application form and required to be included on submitted plans should be as thorough as possible.

APPLICATION PROCESS

Annexation into the City of Gladstone is done on a voluntary basis by the property owner petitioning the City. The process requires a pre-application conference with City staff before the petition application is submitted. Upon receipt of a petition for an annexation, the city administrator or designee will review the petition for completeness in a manner consistent with GMC 17.90.060, and allow the petitioner the opportunity to supplement the petition with any missing or requested information. A public hearing shall be held before the Planning Commission and a recommendation to approve, deny, or approve with conditions will be made by the Planning Commission to the City Council. Following the Planning Commission recommendation, the City Council shall hold a public hearing on the petition and make the decision to approve, deny, or approve with conditions. The City Council's decision may be appealed to the Oregon Land Use Board of Appeals.

WHAT IS THE FULL PROCESS FOR AN ANNEXATION PETITION (APPLICATION)?

- Schedule and attend a preapplication conference with the City.
- Complete a [City of Gladstone General Land Use Application](#), and Annexation Petition (attached).
- Gather required submittal materials, plans, and maps according to the requirements of Chapter 17.81.030 of the GMC, including an assessor's map clearly showing the territory proposed for annexation and the existing boundary of the city near the territory.
- Submit all items on the application checklist below.
 - * If more than 50 percent of the electors registered in the territory proposed to be annexed do not consent in writing to the annexation, provisions for an annexation election shall follow ORS 222.
- Once the Annexation Petition (application) is deemed complete, **submit 10 copies of the entire submittal package.**
- Upon request, the City will provide to the petitioners information on that city's property tax levied for its current fiscal year expressed as the rate per thousand dollars of assessed valuation, a description of services the city generally provides its residents and owners of property within the city and such other information as the city considers relevant to the impact of annexation on land within the unincorporated territory within which statements of consent are being solicited.
- A staff report will be completed and will be available for the Applicant and the public to review prior to the Public Hearings. Hearing agendas and packets that include the Staff Report can be found prior to the hearings at the calendar link for the hearing: <https://www.ci.gladstone.or.us/calendar/>.
- The City will post public notice prior to the public hearings.
- Although not required, it is strongly suggested that the applicants attend the Planning Commission hearing and the City Council hearing to speak on behalf of the proposal. Public Hearing proceedings will follow GMC 17.94.
- At the Planning Commission hearing, a recommendation will be made by the Planning Commission to the City Council on the Annexation Petition (application).
- Following the Planning Commission recommendation, the City Council will hold a public hearing and make a decision to Approve, Deny, or Approve with conditions the Annexation Petition (application).
- If approved, an ordinance to annex the subject property inside the city limits will be signed by the Mayor and the City Recorder.
- The City Recorder will transmit the following to the Oregon Secretary of State: a copy of the resolution or ordinance proclaiming the annexation; an abstract of the vote within the City (if applicable); a copy of the statement of consent of the petitioners; a copy of the ordinance; and any other required materials.
- The effective date of the annexation is the date the City files the annexation records with the Secretary of State.
- The City will notify the County Clerk and County Assessor of Clackamas County of the territory proposed for annexation after the passage of a resolution or ordinance approving the annexation
- Additional or increased fees or taxes, other than property taxes, imposed on public utilities, electric cooperatives and telecommunications carriers as a result of an annexation of territory to a city shall become effective on the effective date of the annexation.
- For purposes of property taxes, an Annexation must be filed in final approved form with the county assessor and the Department of Revenue as provided in ORS 308.225.
- Some delays are permitted by state statute during the period of an election, as provided in ORS 222.040.
- If the property owner is not already being served by the Tri-City Service District (TCSD) for sewer services to be provided to the property, a separate annexation process must be completed for TCSD Annexation. This process may happen concurrently if the Annexation Petition into the City of Gladstone has been started. More information can be found at: <https://www.clackamas.us/wes/annexation.html>, or by contacting the City of Gladstone Public Works Department.
 - * Annexations into TCSD will occur by an Order of the Board of County Commissioners, the governing body of the Tri-City Service District, pursuant to ORS 198.705 to 198.955.



ANNEXATION PETITION LAND USE APPLICATION

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A completed application includes the ANNEXATION PETITION application form and the items identified in the ATTACHMENT CHECKLIST below.

- ✓ Please answer all questions. If a question is not applicable to your project, indicate "N.A."
- ✓ Incomplete applications will not be accepted for filing.
- ✓ All exhibits must be legible.

● FOR STAFF USE ONLY ●

File No: _____ Other Related Permit Applications: _____
 Pre-app: Staff _____ Date _____ Staff Member: _____
 Date Received _____ Fee _____ Current County Zone: _____
 Hearing Date _____ Comp. Plan: _____

● APPLICANT INFORMATION ●

PLEASE TYPE OR PRINT IN BLACK INK ONLY

SECTION I. APPLICANT/ PROPERTY OWNER

NAME OF APPLICANT _____
 LAST FIRST
 MAILING ADDRESS _____ CITY _____ ST _____ ZIP _____
 APPLICANT IS: LEGAL OWNER CONTRACT BUYER OPTION BUYER AGENT
 NAME OF PROPERTY OWNER (if other than applicant) _____
 MAILING ADDRESS OF PROPERTY OWNER _____
 PHONE NUMBERS OF: APPLICANT: WK _____ HM _____ PROPERTY OWNER: WK: _____ HM _____
 SITE ADDRESS: _____ TOTAL LAND AREA: _____
 LEGAL DESCRIPTION: T _____ R _____ SECTION _____ TAX LOT(S) _____
 CURRENT COUNTY ZONING: _____ PROPOSED CITY ZONING: _____
 CURRENT USE: _____ PROPOSED USE: _____
 RIGHTS-OF-WAY TO BE INCLUDED: _____
 ADJACENT PROPERTIES UNDER SAME OWNERSHIP: T _____ R _____ SECTION _____ TAX LOT(S) _____
 OTHER PERSONS (IF ANY) TO BE MAILED NOTICES REGARDING THIS APPLICATION:

NAME	ADDRESS	ZIP	RELATIONSHIP
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As the person responsible for this application, I, the undersigned hereby acknowledge that I have read the above application and its attachments, understand the requirements described herein, and state that the information supplied is as complete and detailed as is currently possible, to the best of my knowledge.

OWNER'S SIGNATURE	DATE	APPLICANT'S SIGNATURE	DATE
OWNER'S NAME (Print)		APPLICANT'S NAME (Print)	

**PETITION TO ANNEX
TO THE CITY OF GLADSTONE**

To the Council of the City of Gladstone, Oregon

We, the undersigned owner(s) of the property described below and/or elector(s) residing at the location below described, hereby petition for and give consent to, annexation of said property to the City of Gladstone.

Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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Signature	Name (Print)	Date
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SECTION II. ANNEXATION PROPERTY INFORMATION SHEET

1. EXISTING CONDITIONS IN AREA TO BE ANNEXED

A. Land Area: Acres: _____ or Square Feet _____

B. General description of territory. (Include topographic features such as slopes, vegetation, drainage basins, floodplain areas, which are pertinent to this proposal).

C. Describe land uses on surrounding parcels. Use tax lots as reference points.

North:

South:

East:

West: _____

D. Existing Land Use:

No. of single-family units: _____ No. of multi-family units: _____

No. of commercial structures: _____ No. of industrial structures: _____

Public facilities or other uses: _____

What is the current use of the land proposed to be annexed: _____

E. Total current year Assessed Valuation - Land: \$_____ Structures: \$_____

F. Total existing population: _____

G. Is the territory contiguous to the City Limits? _____

H. Is the subject territory inside or outside of the Metro Regional Urban Growth Boundary?

- I. If the territory described in the proposal is presently included within the boundaries of any of the following types of governmental units, please so indicate by stating the name or names of the governmental units involved.

City: _____

County: _____

Highway Lighting District: _____

Rural Fire District: _____

Sanitary District: _____

Water District: _____

Grade School District: _____

High School District: _____

Library District: _____

Drainage District: _____

Parks & Recreation District: _____

Other: _____

SECTION III. ATTACHMENT CHECKLIST

Please also include the items in the following **ATTACHMENT CHECKLIST**, which is provided for the convenience of petitioners in gathering necessary petition for annexation application materials and is based on the requirements of Municipal Code section 17.81; (Please note additional filing requirements may be required depending on the proposed annexation).

- Gladstone General Land Use Application form;
- Annexation Petition (application) form;
- Annexation Property Information Sheet;
- Required information in Metro Code 3.09.040;
- A narrative addressing the Approval Criteria of GMC 17.81., the criteria in Metro Code 3.09.045(D), and if applicable, Metro Code 3.09.045(E);
- Supporting Documentation:

Pursuant to ORS 308.225, the Oregon Department of Revenue (DOR) must review and approve the legal description and map (Exhibits B and C below) submitted as part of the petition (application) packet. Visit the Oregon Department of Revenue website for more information: <https://www.oregon.gov>

Be advised, the Oregon Department of Revenue is very meticulous in their map review. Incomplete or illegible maps will be returned to the applicant for corrections and may result in delays in boundary change approval by the City, County, State and/or Metro.

Exhibits B and C must include the following:

 - EXHIBIT 'B' – LEGAL DESCRIPTION
 - o Metes and bounds description, or
 - o PLSS description (township/range/section), or
 - o Subdivision lot and block, or partition plat parcel description
 - EXHIBIT 'C' – ANNEXATION MAP
 - o Outline the boundary change area (subject property plus adjacent right-of-way) and highlight with yellow fill. Do not use crosshatching or obscure any labels.
 - o All labels must be legible with no spelling errors.
 - o Identify and label the Point of Beginning
 - o Exactly match the bearings and distances used in the legal description
 - o Show any Donation Land Claims (DLC) or PLSS corners used in the legal description
 - o Identify streets, creeks, railroads used in the legal description
 - o Show adjacent properties described in the legal description, including plats, documents, etc.
- A copy of an assessors map clearly showing the territory proposed for annexation and the existing boundary of the city near the territory;
- A legal description of the territory, which must be in the form of a metes and bounds description unless the territory was the product of a subdivision or partition, in which case it may be described by lot and block;
- The existing county zoning for the territory, and the proposed city zoning for the territory;
- A determination of whether the territory proposed for annexation qualifies as a “minor boundary change” pursuant to Metro Code Chapter 3.09; and
- Application fee deposit of \$3,000.00 to the City of Gladstone. The full fee amount includes the cost of staff and consulting services, which will be invoiced to the applicant.

SECTION IV. CRITERIA FOR APPROVAL OF BOUNDARY CHANGES

The following are the criteria used in making a decision to annex property to the City of Gladstone.

Please address each of these in narrative form. Be as thorough and complete with your answers as possible. If you have any questions or need assistance, please contact the City of Gladstone Planning Department.

- A. Gladstone Municipal Code (GMC) 17.81.040 states that a petition for annexation may be approved by the city if the city finds the petition satisfies the following criteria:
- (1) The territory proposed for annexation is located within the Metro urban growth boundary;
 - (2) The territory is contiguous to the existing boundary of the City of Gladstone;
 - (3) The proposed annexation complies with applicable provisions of ORS Chapter 222;
 - (4) The proposed annexation is consistent with applicable provision of the city's comprehensive plan;
 - (5) The proposed annexation complies with Metro Code 3.09.045(D) and, if applicable, (E);
 - (6) The proposed zoning for the territory is consistent with the city's comprehensive plan, and other Metro or state requirements that may affect the zoning for the territory; and
 - (7) Approving the proposed annexation is in the city's best interest.
- B. Metro Code 3.09.045(D) states that in order to approve a boundary change through an expedited process, the city shall:
1. Find that the change is consistent with expressly applicable provisions in:
 - a. Any applicable urban service agreement adopted pursuant to ORS 195.065;
 - b. Any applicable annexation plan adopted pursuant to ORS 195.205;
 - c. Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;
 - d. Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services;
 - e. Any applicable comprehensive plan;
 - f. Any applicable concept plan; and
 2. Consider whether the boundary change would:
 - a. Promote the timely, orderly and economic provision of public facilities and services;
 - b. Affect the quality and quantity of urban services; and
 - c. Eliminate or avoid unnecessary duplication of facilities or services.
- C. Metro Code 3.09.045(E) states that: A city may not annex territory that lies outside the UGB, except it may annex a lot or parcel that lies partially within and partially outside the UGB.