

City of



ANNEXATION CHECKLIST
Voter-approval without
comprehensive plan change
and/or zone change

PERMIT APPLICATION CENTER/CITY HALL
555 LIBERTY STREET SE/ROOM 320
SALEM, OREGON 97301
(503) 588-6256
Website: www.cityofsalem.net

All annexation petitions requiring voter-approval shall include the following items:

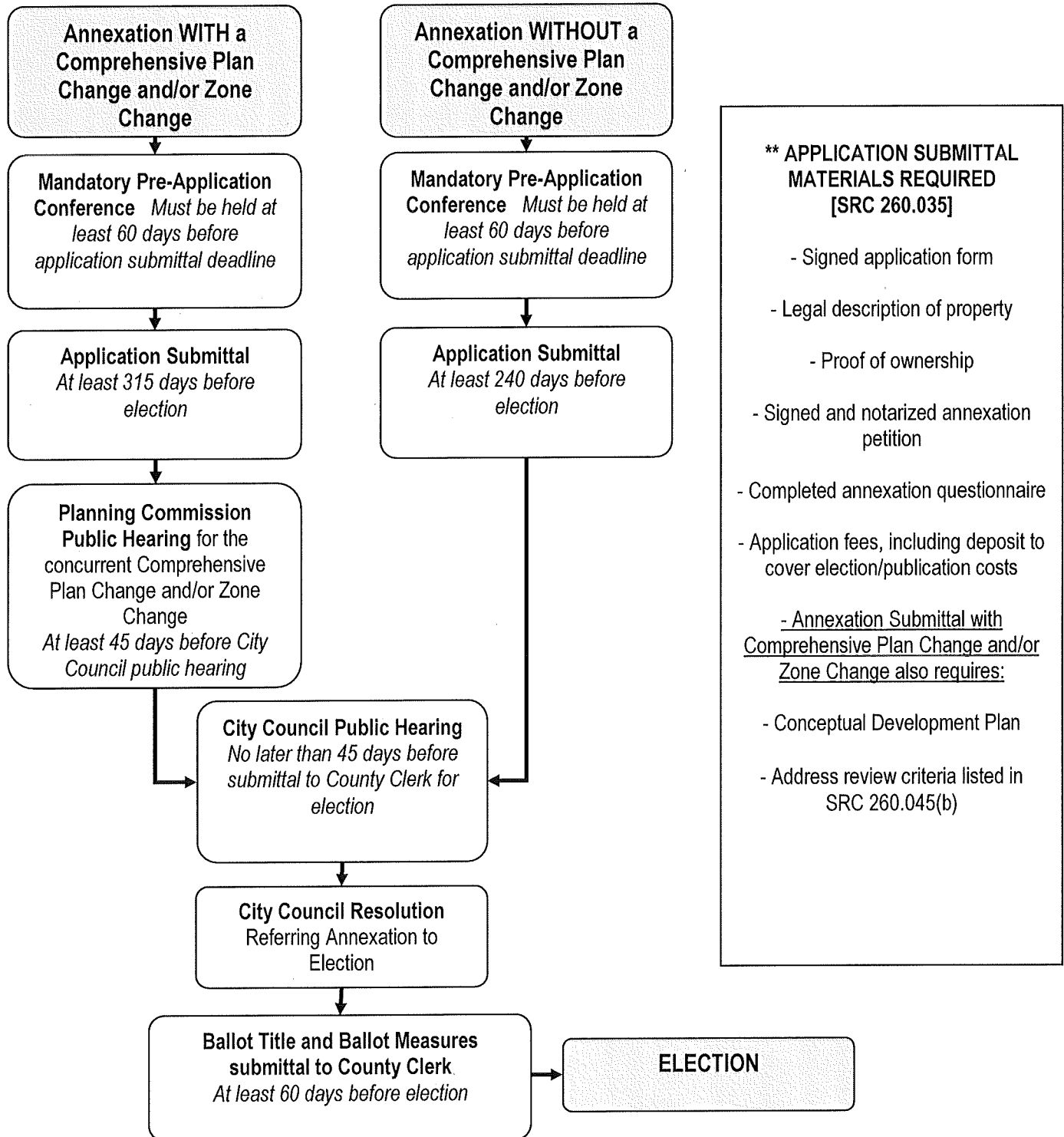
1. Summary of a Pre-application Conference held at least 60 days before application submittal deadline, including the Planning Summary and Public Works Memorandum.
2. An annexation application form.
3. An annexation Petition and Ballot 49 Waiver form.

Note: The form shall include the consent and notarized signature of the necessary number of property owner(s) and electors residing on the property proposed for annexation as required by state law.

4. A legal description of the territory proposed to be annexed, along with documentation of ownership.
5. The fee for a voter-approval annexation application without comprehensive plan change/zone change, including a deposit to cover election/publication costs.
6. Identification of any territory that could be annexed pursuant to a previously executed annexation contract.
7. Statement demonstrating the availability of water, sewer, drainage, transportation, public safety, park and school facilities and services needed to serve the proposed development at the maximum density levels allowed or proposed.
8. Annexation Questionnaire.

OWNER-INITIATED ANNEXATION PROCESS VOTER APPROVAL REQUIRED

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2017 Voter-Approved Annexation Application Filing Deadlines*

	SPECIAL Election	PRIMARY Election	SPECIAL Election	GENERAL Election
ELECTION DATES	14-Mar-17	16-May-17	19-Sep-17	7-Nov-17
PRE-APPLICATION CONFERENCE Annexation <u>with</u> a Comp. Plan/Zone Change 90 days prior to filing application -- staff-recommended deadline	3-Feb-16	6-Apr-16	10-Aug-16	28-Sep-16
APPLICATION SUBMITTAL DATE Annexation <u>with</u> a Comp. Plan/Zone Change At least 315 days prior to the election per 260.030(b)	MUST BE HELD BY 4-Mar-16	MUST BE HELD BY 6-May-16	MUST BE HELD BY 9-Sep-16	MUST BE HELD BY 28-Oct-16
PRE-APPLICATION CONFERENCE Annexation <u>without</u> a Comp. Plan/Zone Change 90 days prior to filing application -- staff-recommended deadline	3-May-16	5-Jul-16	8-Nov-16	27-Dec-16
APPLICATION SUBMITTAL DATE Annexation <u>without</u> a Comp. Plan/Zone Change 60 days prior to filing application -- required deadline per SRC 260.030(a)	17-Apr-16	17-Jun-16	21-Oct-16	9-Dec-16
APPLICATION SUBMITTAL DATE Annexation <u>without</u> a Comp. Plan/Zone Change At least 240 days prior to the election per 260.030(b)	MUST BE HELD BY 18-May-16	MUST BE HELD BY 18-Jul-16	MUST BE HELD BY 21-Nov-16	MUST BE HELD BY 9-Jan-17
APPLICATION SUBMITTAL DATE Annexation <u>without</u> a Comp. Plan/Zone Change At least 240 days prior to the election per 260.030(b)	17-Jul-16	16-Sep-16	20-Jan-17	10-Mar-17

* These election dates and deadlines are published by Marion County.

2018 Voter-Approved Annexation Application Filing Deadlines*

	SPECIAL Election	PRIMARY Election	SPECIAL Election	GENERAL Election
ELECTION DATES	13-Mar-18	15-May-18	18-Sep-18	6-Nov-18
PRE-APPLICATION CONFERENCE Annexation <u>with</u> a Comp. Plan/Zone Change 90 days prior to filing application -- staff-recommended deadline	1-Feb-17	4-Apr-17	9-Aug-17	27-Sep-17
APPLICATION SUBMITTAL DATE Annexation <u>with</u> a Comp. Plan/Zone Change At least 315 days prior to the election per 260.030(a)	MUST BE HELD BY 3-Mar-17	MUST BE HELD BY 4-May-17	MUST BE HELD BY 8-Sep-17	MUST BE HELD BY 27-Oct-17
PRE-APPLICATION CONFERENCE Annexation <u>without</u> a Comp. Plan/Zone Change 90 days prior to filing application -- staff-recommended deadline	2-May-17	3-Jul-17	7-Nov-17	26-Dec-17
APPLICATION SUBMITTAL DATE Annexation <u>without</u> a Comp. Plan/Zone Change At least 240 days prior to the election per 260.030(b)	17-Apr-17	17-Jun-17	21-Oct-17	9-Dec-17
APPLICATION SUBMITTAL DATE Annexation <u>with</u> a Comp. Plan/Zone Change At least 240 days prior to the election per 260.030(a)	MUST BE HELD BY 17-May-17	MUST BE HELD BY 17-Jul-17	MUST BE HELD BY 20-Nov-17	MUST BE HELD BY 8-Jan-18
APPLICATION SUBMITTAL DATE Annexation <u>without</u> a Comp. Plan/Zone Change At least 240 days prior to the election per 260.030(b)	16-Jul-17	15-Sep-17	19-Jan-18	9-Mar-18

* These election dates and deadlines are unofficial until the 2018 calendar is published by Marion County.



LAND USE APPLICATION

Application Type: _____

APPLICANT INFORMATION

(Check one box below for designated contact person regarding this application)

Applicant Name: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State: _____ Zip: _____ Email: _____

Agent: _____ Daytime Phone: _____

Mailing Address: _____ Fax Number: _____

City/State: _____ Zip: _____ Email: _____

PROPERTY INFORMATION

(Street Address or Location of Subject Property) (Total Size of Subject Property) (Assessor Tax Lot Numbers)

(Existing Use, Structures, and/or Other Improvements On Site) (Zoning) (Comp Plan Designation)

PROPOSED PROJECT INFORMATION

(Describe the Proposed Use or Development of Subject Property)

NEIGHBORHOOD ASSOCIATION: _____ **CONTACTED?** Yes No

The City of Salem recognizes, values, and supports the involvement of residents in land use decisions affecting neighborhoods across the city and strongly encourages anyone requesting approval for any land use proposal to contact the affected neighborhood association(s) as early in the process as possible.

(Describe Contact with the Affected Neighborhood Association) Date Contacted

SALEM - KEIZER TRANSIT CONTACTED? Yes No

(Describe Contact with Salem - Keizer Transit) Date Contacted

AUTHORIZATION BY PROPERTY OWNER(S) / APPLICANT

**If the applicant and/or property owner is a Limited Liability Company (LLC), please also provide a list of all members of the LLC with your land use application.*

(Property owners and contract purchasers are required to authorize the filing of this application and must sign below)

1 All signatures represent that they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.

2 I (we) hereby grant consent to the City of Salem and its officers, agents, employees, and/or independent contractors to enter the property identified above to conduct any and all inspections that are considered appropriate by the City to process this application.

3 I (we) hereby give notice of the following concealed or unconcealed dangerous conditions on the property: _____

(Signature) (Print Name) (Date)

(Address - Include Zip)

(Signature) (Print Name) (Date)

(Address - Include Zip)

STAFF USE ONLY - DO NOT WRITE BELOW - STAFF USE ONLY

Received By: _____ Date: _____ Receipt No. _____



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**ANNEXATION PETITION AND
CONSENT AND WAIVER OF BALLOT MEASURE 49 CLAIMS**

TO: The Honorable Mayor and City Council of the City of Salem, Marion County, State of Oregon

Petitioner(s): _____ is/are the legal owner(s) or contract purchaser(s)
of the following described real property (the Territory) comprising approximately _____ acres, and
located outside of, but contiguous to, the corporate boundaries of the City of Salem:

_____ [add legal description or tax lot number]

Petitioner(s) respectfully request(s) that the Territory be annexed to the City of Salem, and by my/our
signature(s) hereon, (does)(do) hereby consent to such annexation, and (does)(do) hereby request that the City
Council take such steps as are necessary to determine whether the Territory should be annexed and to submit
the annexation to the electors of the City of Salem, as required by Salem City Charter, Section 61.

Petitioner(s) knowingly and willingly waive(s) any and all claims that I/we might assert against the City of Salem
arising out of, or resulting from, or are in anyway connected to, those certain statewide initiative commonly
known as Ballot Measure 49 or any successors thereto, and that might accrue as a result of the annexation of
the territory into the City of Salem, or the imposition of City of Salem land use regulations pursuant thereto,
whether the claims be past, present or future. Petitioner(s) hereby consent(s) to the imposition of such land use
regulations that are in existence at the time of annexation, and to which the territory becomes subject as a result
of the annexation into the corporate limits of the City of Salem.

Owner(s) or Contract Purchaser(s):
(Owner/Purchaser signatures)

Address:

Turn over for chief petitioner statement and notarization of signature(s).

I, _____, Chief Petitioner, upon oath or affirmation, say that I secured each signature appearing on the foregoing petition, and each name was signed freely, voluntarily, without undue influence of any nature and under no misrepresentation as to the facts, and I further affirm that, to the best of my knowledge, the individuals above named constitute more than half of the owners of land in the territory proposed to be annexed and these owners also own more than half of the land in the territory and own real property in that territory representing more than half of the assessed value of all real property in the territory.

Chief Petitioner (Chief Petitioner Signature)

STATE OF OREGON)

) ss.

COUNTY OF _____)

Signed and sworn to/affirmed before me on _____, 20__ by _____

(Name or Names of Persons Signing)

NOTARY PUBLIC FOR OREGON (Notary Signature)

My Commission expires: _____

(NOTARY SEAL)

City of



ANNEXATION QUESTIONNAIRE

The City requests that you fill out the attached annexation questionnaire. The information is used by the Center for Population Research and Census (CPRC) at Portland State University to update the estimate of the population for the City of Salem after annexations. The population figures are used by the State of Oregon in the quarterly distribution of previously collected revenues.

The information collected is confidential and is used for no other purpose.

