



By Petition Fee \$ _____

CITY OF PENDLETON

Planning Department (541) 966-0204 Fax (541) 966-0251
500 SW Dorion Avenue, Pendleton, OR 97801

CONSENT TO ANNEXATION

File No. ANX

NOTICE TO APPLICANT: On original application form, please print legibly using blue or black ink, or type. Applicants are advised to review the list of submittal requirements indicated on each application form prior to submitting an application. **Incomplete applications will not be acted upon or scheduled for a public hearing until the Planning Department receives all required submittal materials and fees.**

SITE LOCATION AND DESCRIPTION

Tax Map #(S) _____ Tax Lot #(s) _____

Tax Map #(S) _____ Tax Lot #(s) _____

Frontage street or address _____

Nearest cross street _____

Current zoning City of Pendleton _____ County _____

Site size (acres or square feet) _____ Dimensions _____

REASON FOR REQUEST (land development, land division, City utility connection, etc) _____

APPLICANT _____

Mailing address _____

Phone _____ Fax _____ Email _____

Applicant's interest in property _____

Signature _____ **Date** _____

PROPERTY OWNER(S) _____

PROPERTY OWNER(S) _____

Mailing address _____

Phone _____ Fax _____ Email _____

Adjacent property under same ownership (list tax lot ID) _____

Signature _____ **Date** _____

Signature _____ **Date** _____

Signature _____ **Date** _____

Signature _____ **Date** _____

If same as applicant, mark SAME. If there is more than one property owner, please attach additional sheets as necessary.

OFFICE USE ONLY – DO NOT WRITE IN THIS AREA

This institution is an equal opportunity provider and employer.

120 day time limit Accepted as complete _____ Final decision by _____

DLCD 45-day notice required Y/N Date mailed _____ Date of first hearing _____

Planning Commission hearing date _____ Notice mailed _____

Notice to media Publication date _____ Emailed _____

Notice of Decision Date mailed _____ Appeal deadline _____

Associated applications _____

STRUCTURES Please indicate the type and number of structures on the site

Single Family Residence(s) _____ Multi Family Residence(s) _____
Manufactured Home(s) _____ Travel Trailer(s) _____
Other residential structure(s) _____ Barn/other ag building(s) _____
Commercial building(s) _____ Industrial Building(s) _____
Accessory buildings/structures _____ Other _____

SERVICE PROVIDERS Please indicate which of the following services are provided on the property

Water City of Pendleton _____ Well _____ Other/None _____
Sewer City of Pendleton _____ Septic _____ Other/None _____
Fire City of Pendleton _____ RFD _____ Other/None _____

Does the property have access to **City streets**? (Y/N, please explain what and where) _____

Does the property have access to **County Roads**? (Y/N, please explain what and where) _____

If the property is subject to special assessment or debt from any special districts (fire, road, etc), please provide details.

LIVESTOCK Please list the number and type of all livestock currently present on the property (*horses, cattle, sheep, goats, chickens, etc. Do not include domestic pets such as cats and dogs*) _____

BUSINESSES Are any businesses operating on the property? If yes, please describe. _____

All businesses operating within the City of Pendleton must obtain a Business License.

APPROVAL CRITERIA

The procedure and approval criteria for annexation are contained in the City of Pendleton Unified Development Code (Ord. No. 3485), the Pendleton Planning Area Joint Management Agreement (Section V19-V24), the Comprehensive Plan (Policy #5 on page CP-91), and Chapter 222 of Oregon Revised Statutes <http://www.leg.state.or.us/ors/222.html>.

SUBMITTAL REQUIREMENTS

The following items must be completed upon submittal of an annexation application. If you need assistance completing the forms, please contact the Planning Department. If you do not have a copy of the deed to your property to verify ownership, contact the Umatilla County Office of County Records at (541) 278-6236 or www.co.umatilla.or.us/records.htm.

1. _____ Original, signed Annexation **Application form**. This information is public record and must be reproduced so please type or write clearly using dark ink.
2. _____ Copies of the **deed(s)** for the property under consideration, and a **legal description** of the property if not shown on the deed(s).
3. _____ Original **Annexation Questionnaire** (page 3). This information is required for census purposes.
4. _____ Original, signed confidential **Census Information Form** (page 4). This information is required for census purposes.
5. _____ Original, signed **Petition for Annexation form**. The form must be signed by ALL property owners listed on the Umatilla County tax rolls and by at least 50 percent of the registered voters residing on the property.
6. _____ The appropriate **fee**.

ANNEXATION QUESTIONNAIRE

The information on this form will be used to certify annexed population.

Return form to:

Population Research Center
PO Box 751 – PRC
Portland State University
Portland, OR 97207-0751

City of **Pendleton**, County of **Umatilla**

Annexation Ordinance number of Final Order number _____

Effective Date of Annexation _____

Please fill in all blanks on this form and attach all completed confidential census forms for all housing units both vacant and occupied. **Use one sheet for each inhabitable unit.** Make blank copies if necessary.

NOTE: Certifying annexations of 125 or more housing units requires an enumeration to be conducted under the supervision of the Population Research center and a census must be scheduled.

Inventory of housing units and Population at time of Annexation				
	Total	Occupied	Vacant	Persons
Units in single family structures				
Units in multiple family structures				
Mobile homes or trailers				
TOTALS				

Date of enumeration (count) _____

Enumerated by _____ Position _____ Phone _____

City contact person and title _____ Phone _____

The information from this completed questionnaire and census forms are the only data used to certify annexed population. Please **DO NOT** send maps, copies of the final ordinance, lists of addresses, etc. to our office unless you are requested to do so.

If there are any questions, or to schedule a census, contact Risa Proehl at the Population Research Center (503) 725-5103 or proehlr@pdx.edu. Thank you.

CONFIDENTIAL

Census Form

Use one form per housing unit

City of Pendleton

Address _____

Housing Type _____ **Tenure** *(check the appropriate boxes)*

Single Unit Structure _____ Owner Occupied _____

Multiple Unit Structure _____ Renter Occupied _____

Trailer or Mobile Home _____ Vacant _____

Seasonal _____

RESIDENTS:

Last name

First name

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____

POPULATION RESEARCH CENTER
Portland State University
PO Box 751 – PRC, Portland, OR 97207-0751
(503) 725-3922