



PLANNING DEPARTMENT

319 Main Street, Suite 200, PO Box 1199, Sultan, Washington 98294
Telephone: (360) 793-2231 Fax (360) 793-3344

TO BE COMPLETED BY STAFF

PROJECT/CASE # _____

DATE APPLICATION RCVD _____

ASSIGNED TO: _____

APPLICATION FOR ANNEXATION

(PLEASE PRINT CLEARLY OR TYPE)

(Prior to filing, the proposal should be discussed in detail with the Planning Department)

For Snohomish County residents seeking annexation to the City of Sultan, the "60% Petition Method" is the most frequently used for annexing territory. The annexation process can be complex and lengthy, but generally follows the steps outlined below.

- 1.) To submit an application for annexation, proponents are required to collect signatures on a "Notice of Intent to Annex" form that represents 10% of the assessed valuation of the acreage proposed for annexation.
- 2.) The Planning Department will then present the Notice of Intent to Annex to the Sultan City Council. If the Sultan City Council determines that it is in the City's interest to dedicate staff time and resources to the proposal, then they will "initiate" the annexation process.
- 3.) If the Sultan City Council initiates the annexation proposal, then annexation proponents must use official petition forms to collect the signatures of owners of property that represents not less than 60% of the total assessed valuation of the acreage in the area requested for annexation.
- 4.) If 60% of the assessed valuation is in favor of annexation, then the proposal is forwarded to the Boundary Review Board for a 45-day review period and the City-County Interlocal Agreement must be amended to reflect the annexation proposal.
- 5.) If the Boundary Review Board issues approval of the annexation proposal, then the Sultan City Council must grant final approval at a public hearing and the annexation must be certified by the State of Washington.

1. Name of Applicant _____
2. Mailing Address of Applicant _____
3. Phone number of Applicant (day phone) _____
4. Street Address of Subject Property _____
5. Name of Contact Person for Project (this is the single point of contact that should receive all notices, mailings, information, etc.) _____
6. Address of Contact Person _____
7. Size of Annexation Area (in acres) _____
8. Assessed Valuation of Property _____
9. Tax Assessor's Parcel Number and Legal Description of Subject Property (**the parcel number is mandatory to begin processing of the application**) _____

10. General Description of Annexation Area _____

11. Township: _____ Range: _____ Section: _____
12. Land Use Classification (zoning code) of Subject Property _____
13. Adjacent Sultan Neighborhood: _____
14. Shoreline Designation (if applicable): _____
15. Special Areas on or near site (please show areas on maps):
 - None Wetland/Swamp/Bog Steep Slopes/Draw/Gully/Ravine
 - Scenic Vistas Historic Flood Hazard Area
 - Creek or Stream (name): _____
 - Lake or Pond (name): _____
 - Other (Toxic, superfund, etc.) _____

16. The reason for the proposed annexation.
17. Documentation that the proposed annexation complies with the applicable annexation methods and that the appropriate procedural steps have been satisfied.
18. A detailed description of the contemplated development intended to occur on the property subsequent to annexation, including the contemplated timeframe(s) and principals to be involved, if applicable.
19. The zoning for the annexed property as recommended by the comprehensive plan.
20. An explanation of how any contemplated development is or is not consistent with any locally adopted land use plans for the area, if applicable.
21. A detailed description of the utility and other governmental services needed to serve any contemplated development and a proposal regarding how those services should be provided to the property.
22. Any off-site improvements, expansions, modifications required to serve the proposed annexation area.
23. Completed SEPA checklist.

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject area or am duly authorized by the owner(s) to act with respect to this application. Further, I grant permission from the owner(s) to any and all employees and representatives of the City of Sultan and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City, which apply to this application.

SIGNATURE(S): _____ DATE: _____

SUBMITTAL REQUIREMENTS

Complete Application

Applications will not be scheduled for public hearing until they include the following items and are determined to be complete:

1. Confirmation that the pre-application meeting with the planning staff has been conducted. **The pre-application planning staff meeting must be conducted before an application will be accepted as complete.**
2. General annexation application
3. A "Notice of Intent" form requesting annexation to Sultan, including justification **and:**
 - a. Signatures of property owners representing not less than 10% of the total assessed valuation of the acreage of the area proposed for annexation.
4. Full legal description of the proposed annexation area
5. A map or series of maps showing **all** of the following:
 - a. General vicinity of proposed annexation in relation to the City of Sultan.
 - b. The proposed boundaries of the annexation (must be highlighted in some manner).
 - c. The City of Sultan limits.
 - d. The Urban Growth Boundary line.
 - e. Dominant physical features such as lakes, streams, and ravines.
 - f. All public roads near the annexation area.
6. Mailing list of all adjacent property owners inside the boundary and within 300 feet.
7. Application fee (see separate fee scheduled) due upon submittal to City and Boundary Review Board.

NAMES AND MAILING ADDRESSES OF SURROUNDING PROPERTY OWNERS.

Following are the names and mailing addresses of all property owners having property within three hundred (300) feet from the exterior boundary of the subject property. Said names are as recorded in the Snohomish County Assessor's Office and as appear in the authentic tax records of this County. (Attach extra pages if needed.)

PRINT CLEARLY OR TYPE

NAME OF CONTACT PERSON	MAILING ADDRESS	CITY/STATE	ZIP CODE
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NAME OF NEIGHBORHOOD REP/ASSNS	MAILING ADDRESS	CITY/STATE	ZIP CODE
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NAMES OF PROPERTY OWNERS LOT/BLOCK/PLAT	MAILING ADDRESSES	CITY/STATE	ZIP CODE	PARCEL NUMBER
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I _____ being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 300 feet of the subject is complete and correct according to the records of the Snohomish Assessor's Office as of _____, 20 _____. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Signature _____
Notary Public in and for the State of Washington
Printed Name: _____
Residing at _____