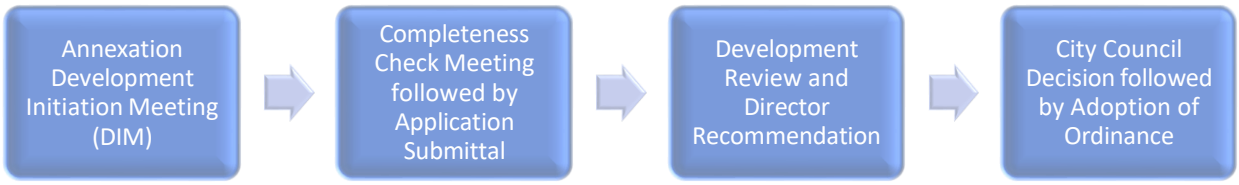
City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Annexation Application Narrative

Annexation to the City of Springfield is a land use decision made by the Springfield City Council in accordance with Oregon Revised Statutes (ORS) chapter 222, Springfield Development Code (SDC) 5.7.100, Annexations, and other applicable sections of the Code. City staff reviews the annexation proposal and makes a recommendation to Council on timing, appropriateness, legality, and availability of services. The Council then makes a decision and if approved, adopts an Ordinance. Concurrent with the annexation, the City will also process a withdrawal from any special districts that will no longer provide service to the property once it's annexed to the City. The chart that follows generally summarizes the process.



The following steps are necessary to complete an annexation application:

Step 1. Annexation Development Initiation Meeting (DIM)

A Development Initiation Meeting (DIM) is required prior to submitting an annexation application (SDC 5.7.120, Development Initiation Meeting). The purpose of the DIM is to give an applicant the opportunity to discuss the proposed annexation with City staff responsible for reviewing and making recommendations to City Council on annexation decisions. The discussion can be general or specific, depending on the level of detail provided with the application. The goal of the DIM is to:

1. Review the annexation proposal and provide general information to an applicant related to the current capacity of surrounding public facilities and availability of key urban services in the general vicinity.
2. Discuss if key urban services such as sanitary sewer and water are available to serve the proposed annexation. In some cases, there may be a need for an annexation agreement that outlines the applicant's requirements to provide or fund urban facilities and/or services that are not otherwise available to serve development.
3. Convey the submittal requirements, initiation method[1] and criteria for annexation approval contained in SDC 5.7.100, Annexations.
4. Provide application forms and prepare the applicant for the completeness check process.

[1] See SDC 5.7.113 - Initiation Method of Annexation for a definition of the different initiation methods including owner consent (ORS 222.125), triple majority (ORS 222.170(1)), and double majority (ORS 222.170(2)) annexation.

Applicant Submits an Annexation DIM Application

- The applicant must submit an Annexation DIM application conforming to the DIM submittal requirements checklist included with your application packet.
- Staff strives to conduct the DIM within three to four weeks of receiving the application based on availability. Planning administrative staff will contact applicant or representative to schedule this meeting.
- The applicant's proposal is circulated to the relevant staff in preparation for the one-hour DIM meeting.

Applicant and the City Conduct the DIM

- The applicant and any member of the applicant's design team who will be doing research for application submittal are encouraged attend the DIM.
- The meeting is scheduled for one hour.
- Staff attending the meeting will be prepared to discuss annexation concerns raised in the submittal by the applicant. Other questions or concerns raised during the meeting may also be discussed as time allows.

The DIM is not a land use decision and does not confer any development rights, establish any conditions, or bind the applicant or the City to any course of action in accordance with SDC 5.1.205. The meeting conveys the status of known facilities and services. The status may change over time as conditions or standards change.

Step 2. Applicant prepares the application and gathers consents to annex as required.

Step 3. Completeness Check Process

The purpose of the completeness check process is to provide an opportunity for the property owner, applicant, and the development team to meet with City staff to determine if an application is complete for processing prior to formal submittal to the City. Key elements of the application will be reviewed, including the materials required with the annexation application packet. Staff will make a determination of completeness at the close of the meeting. A complete application will facilitate the review process. The completeness check timeline and process are as follows.

Applicant Submits an Annexation Application Packet for Completeness Check Meeting

- The applicant must complete the materials required with the annexation application.
- A completeness check meeting to discuss completeness is mandatory. Staff strive to conduct completeness check meetings within ten to fifteen working days of receiving a completeness check application and completeness check fee. The applicant will be notified to schedule the completeness check meeting.

Applicant and the City Conduct the Completeness Check Meeting

- The applicant, owner, and design team are strongly encouraged to attend the completeness check meeting.
- The meeting is held with representatives from Engineering, Transportation, Building, Fire Marshal's office, and Planning and is scheduled for one hour.
- The planner provides the applicant with an Annexation completeness check list specifying the items required to make the application complete. The applicant will acknowledge the status of the application by signing the checklist and will have 180 days from the date of the meeting to perfect and submit a complete application to the City. Alternatively, the applicant may acknowledge the incomplete status of the application by signature on the completeness check application and formally submit the application and request a decision based on the materials submitted.

Step 4. Application Submittal

As noted above, an application will be deemed complete when applicant has paid the application fee and either provided all the missing items or has requested that staff process the application based on the materials submitted.

Step 5. Application Review

Once an application has undergone completeness check procedures and is accepted by the City for processing, the application will receive a comprehensive review by the City and agency partners (Development Review Committee – DRC). During the review process, the DRC will check if the application meets the Code requirements and will recommend approval, modification, or denial to the Director, who will forward a written recommendation to the City Council based on the approval criteria specified in SDC 5.7.140, Criteria.

Step 6. City Council First Reading

Annexation applications are reviewed under the Type 3 procedures according to SDC 5.1.420 or Type 4 procedures according to SDC 5.1.605, without Planning Commission consideration, and as further specified by section 5.7.100. No public hearing is required for certain owner-consent annexations (See SDC 5.7.115(A)), but City Council or Director may decide to hold a public hearing on the proposed annexation. If there is no public hearing on the annexation, there will be a public hearing regarding the withdrawal from any special districts. For other owner-consent annexations, double majority and triple majority annexations, notice of the public hearing is mailed, published in the newspaper, and posted consistent with the requirements of SDC 5.7.130, Notice.

When considering an annexation request, the City Council must find that the annexation proposal conforms to the following criteria found in SDC 5.7.140:

(A) The annexation area is within the City's urban growth boundary and is contiguous to the city limits or separated from the city only by a public right-of-way or a stream, lake, or other body of water.

(B) The proposed annexation is consistent with applicable policies in the Springfield Comprehensive Plan, Metro Plan, and any applicable refinement plans or plan districts.

(C) The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services, as defined in the Springfield Comprehensive Plan, can be provided in an orderly, efficient, and timely manner.

(D) Where applicable, fiscal impacts to the City have been mitigated through an Annexation Agreement, a development agreement per section 5.1.1200, a waiver of remonstrance, or other mechanism approved by the City Council. [SDC 5.7.140, Criteria]

If the annexation is approved by the City Council, the UF-10 overlay district (Urban Fringe) will cease to apply and the base land use district will continue to apply unless a zoning map amendment has been submitted and approved by the City concurrently with the annexation [SDC 5.7.150, Zoning]. If the annexation is not approved by the City Council, the proceedings end.

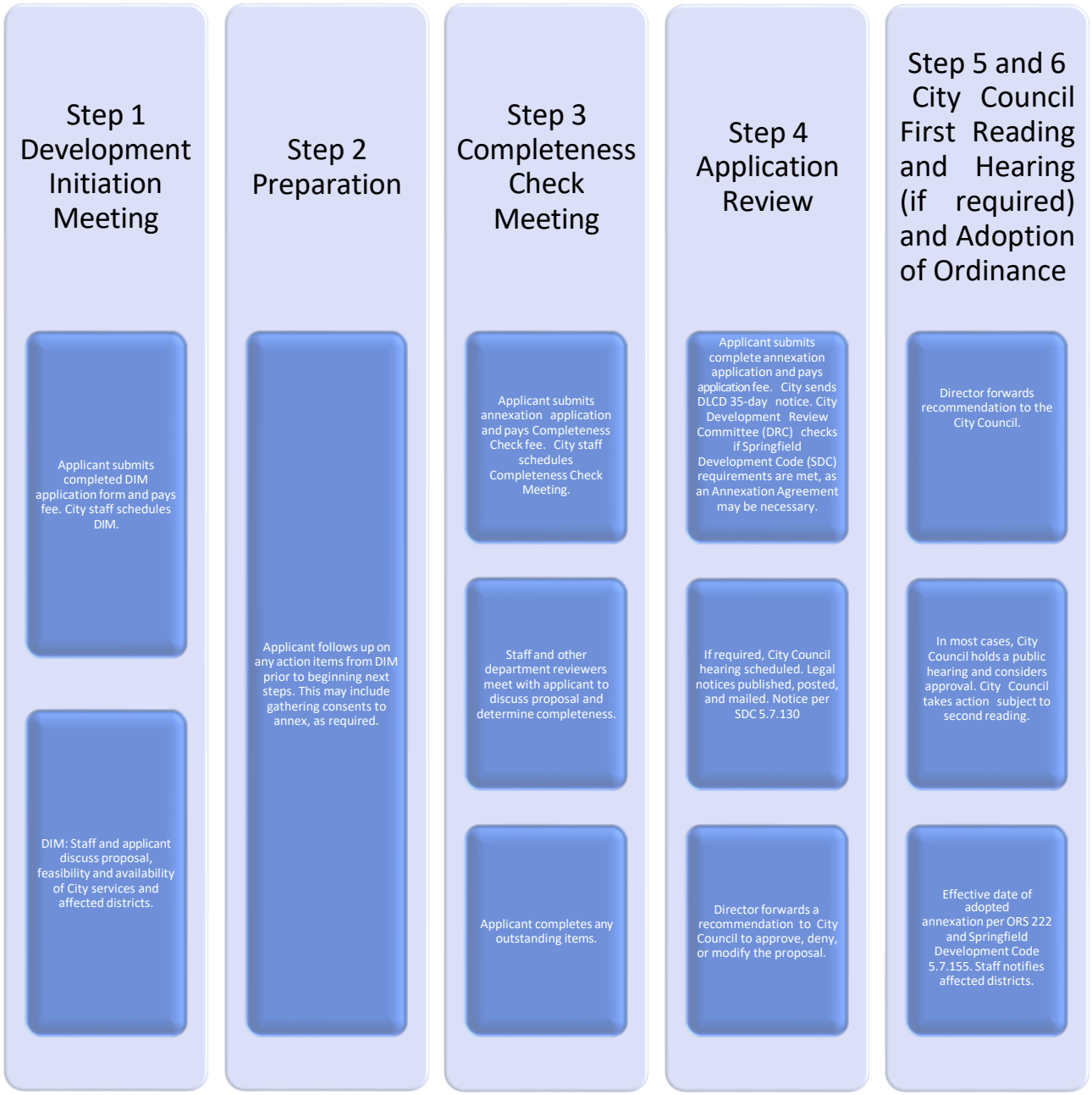
If the annexation area is within a water supply district or fire district, the City will process a request to withdraw the annexing territory from the water district and fire district. The withdrawal request will be processed concurrently with the annexation request following a public hearing as specified in ORS 222.524 and 5.7.160. If the annexation area is not already within Willamalane Parks and Recreation District, the annexation to the District will occur concurrently with the annexation to the City.

Step 7. Adoption of Ordinance

The City Council's approval of an annexation application will be by Ordinance. The Ordinance will be effective consistent with SDC 5.7.155, Effective Date and Notice of Approved Annexation. Notice of adoption will be sent to the following:

- Public utilities, electric cooperatives, and telecommunications carriers
- Federal Emergency Management Agency
- Oregon Department of Revenue
- Oregon Secretary of State
- Lane County Assessment and Taxation
- Lane County Elections
- Affected special districts
- Owners and electors as applicable in the annexation area

Springfield Annexation Process



City of Springfield
Development & Public Works
225 Fifth Street
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Annexation Development Initiation Meeting (DIM)

Required Project Information	***(Applicant: complete this section)***
Prospective Applicant Name:	
Company:	
Address:	
Prospective Applicant's Rep.:	
Company:	
Address:	
Property Owner:	
Company:	
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres ☐ Square Feet ☐**
Description of Proposal:	If you are filling in this form by hand, please attach your proposal description to this application.
Existing Use:	**Proposed Use**:
Land Use District(s):	**Plan Designation:** **Population:**
Prospective Applicant:	

_____ **Date:** _____
Signature

_____
Print

Required Project Information	***(City Intake Staff: complete this section)***
Case No.:	**Date:** **Reviewed by:**
Application Fee: $	**Admin Fee: $0** **Notice Fee: $0**
TOTAL FEES: $	**PROJECT NUMBER:**

In order to protect your identity, your personal contact information is collected on this page, which will not be made readily available to the public, however it will remain part of the public record.

Applicant Name:
Phone Number:
Email Address:
Applicant's Rep:
Phone Number:
Email Address:
Property Owner:
Phone Number:
Email Address:

Please be aware of Phishing Scams asking for additional funds via wire transfers. The City will never ask for fees to be paid via wire transfer, and will contact you with relevant information should any additional fees be required after the submittal of a Planning application.

Development Initiation Meeting Submittal Requirements Checklist

☐ **Application Fee** – refer to the Master Fees & Charges Schedule for the appropriate fees. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application fee is collected at the time of application submittal.

☐ **Development Initiation Meeting Application Form**

☐ **Five (5) Questions –** list specific questions the applicant would like staff to answer during the meeting. So that each question may be fully evaluated, the list is limited to five questions. Examples of relevant issues for annexation include but are not limited to the following:

- Contiguity
- Availability and capacity of surrounding city services
- Affected special districts
- Fees

☐ One (1) Copy of the Proposal - suggested information valuable for staff to review the proposal is listed below. It is not necessary to include all these items on the site or plot plan. However, applicants are encouraged to address as many as possible given that the level of information that will be derived from the meeting is commensurate with the level of detail provided in the application.

Applicants are also encouraged to include additional information on the plan as listed in the Springfield Development Code (SDC) 5.7.100, Annexations.

- ☐ Drawn in ink on quality paper no smaller than 11” x 17”
- ☐ Scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1” = 30’, 1” = 50’ or 1” = 100’
- ☐ North arrow
- ☐ Date of preparation
- ☐ Street address and assessor’s map and tax lot number
- ☐ Dimensions (in feet) and size (either square feet or acres) of the annexation area
- ☐ Location and size of existing and proposed utilities, including connection points
- ☐ On-site drainage collection system and flow patterns, the size and location of drain lines and catch basins, dry wells, and natural drainageways to be retained
- ☐ Area and dimensions of all property to be conveyed, dedicated, or reserved for future public road right-of-way
- ☐ Approximate location, number and dimensions of proposed lots
- ☐ How streets in the proposal area connect with existing streets
- ☐ Future development plan, which may include proposed and existing buildings (location, dimensions, size) or other impervious surfaces

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Annexation Application Type 3

Application Type	***(Applicant: Check one)***
Annexation Application Completeness Check:	☐
Annexation Application Submittal:	☐

Required Proposal Information	***(Applicant: Complete This Section)***
Property Owner:	
Address:	
Owner Signature:	
Owner Signature:	
Agent Name:	
Company:	
Address:	
Agent Signature:	
If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf, except where signatures of the owner of record are required, only the owner may sign the petition.	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Area of Request: Acres:	**Square Feet:**
Existing Use(s):	**Proposed Use:**

Required Property Information	***(City Intake Staff: Complete This Section)***	
Case No.:	**Date:**	**Reviewed By:**
Project No.:	**Admin Fee:**	**Comp. Planning Fee:**
Application Fee Deposit: $	**Total Fee:**	
***A deposit is collected and charged for Actual Cost of Service (COS)**		**Placard:**

Owner Signatures

This application form is used for both the required completeness check meeting and subsequent complete application submittal. Owner signatures are required at both stages in the application process.

An application without the Owner's original signature will not be accepted.

Completeness Check

The undersigned acknowledges that the information in this application is correct and accurate for scheduling of the Completeness Check Meeting. If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf. I/we do hereby acknowledge that I/we are legally responsible for all statutory timelines, information, requests and requirements conveyed to my representative.

Owner:

Signature **Date**

Print

Submittal

I understand the burden is on the applicant to provide a complete submittal to the City. I represent this application to be complete for submittal to the City. The City may deem this application incomplete in writing within 30 days if there is missing required information.

Owner:

Signature **Date**

Print

In order to protect your identity, your personal contact information is collected on this page, which will not be made readily available to the public, however it will remain part of the public record.

Applicant Name:
Phone Number:
Email Address:
Applicant's Rep:
Phone Number:
Email Address:
Property Owner:
Phone Number:
Email Address:

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APPLICANTS SHOULD COMPLETE THE FOLLOWING STEPS PRIOR TO SUBMITTING AN APPLICATION. APPLICATIONS NOT HAVING ALL BOXES CHECKED WILL BE RETURNED TO THE APPLICANT AND WILL THEREFORE DELAY THE APPLICATION REVIEW PROCESS.

□ **Application Fee** [SDC 5.7.125(B)(1)(h)]
Refer to the Master Fees & Charges Schedule for the appropriate fee calculation formula. Fees are based upon the Actual Cost of Service (ACS) for processing the application. A deposit is collected with the application submittal to cover the ACS and charged against for the time to process the application. In addition to the ACS there is a Comprehensive Planning Fee based on the acreage of the land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

□ **Petition Signature Sheet** [SDC 5.7.125(A)]

□ **For Owner-Consent Annexation (ORS 222.125)**
Owner-Consent/Double Majority Petition. To initiate an owner-consent annexation, complete the Owner-Consent/Double Majority Petition form listing owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.* ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

□ **For Triple Majority (ORS 222.170(1))**
Triple Majority Petition. To initiate a triple majority annexation, complete the Triple Majority Petition form listing owners, including partial owners. This form includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.* ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

Complete the Ownership Worksheet. To ensure that the necessary signatures are obtained, please complete the attached worksheet. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal.)***

□ **For Double Majority (ORS 222.170(2))**
Owner-Consent/Double Majority Petition. To initiate a double majority annexation, complete the Owner-Consent/Double Majority Petition form listing owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.* ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

□ ***Consent to Annexation Form.***
A Consent to Annexation form should be provided when the applicant's agent or legal representative signs the annexation application. To give consent for a particular piece of property, persons who own an interest in the property, or who are purchasers of property on a contract sale that is recorded with the county, must sign the annexation petition. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such authorization.*

□ **Summary of Urban Service Provision Form** [SDC 5.7.125(B)(1)(a)-(b) and (e)]
The Summary of Urban Service Provision form provides additional information for the proposed annexation that is not requested on the Annexation Application form, such as special districts that currently provide services to the proposed annexation area. **(*Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

□ **Census Information Sheet (*required at application submittal*)**

□ **Proof of ownership in the form of a deed, or other recorded document.**

□ **Legal Description** [SDC 5.7.125(B)(1)(d)]
A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description must consist of a series of courses in which the first course must start at a point of beginning. Each course must be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove a legal description. A professionally stamped legal description does not ensure Department of Revenue approval.

□ **Cadastral Map** [SDC 5.7.125(B)(1)(c)]
One (1) full-size paper copy and one (1) digital copy (in .pdf format) of the Lane County Assessor's tax map that shows the proposed annexation area in relationship to the existing city limits. Paper copy maps must be printed to scale. On all submitted maps the annexation area must be outlined in redline with survey courses and bearings labeled for cross-reference with the metes and bounds legal description. If the annexation area extends across more than one tax map, sufficient copies of each affected tax map must be provided. Please be aware that annexation redline closures must avoid creating gaps or overlaps, and may not necessarily correspond with the property legal description. Cadastral maps can be obtained from the Lane County Assessment and Taxation Office.

□ **Waiver of Remonstrance Form for ORS 222.173** [SDC 5.7.140(D)]
The waiver form may be needed and signed by each owner within the proposed annexation area as allowed by ORS 222.173.

□ **Public/Private Utility Plan** [SDC 5.7.125(B)(1)(f)]
A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the annexation application.

□ **Written Narrative** addressing approval criteria as specified below. All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated in the application (also stated below). [SDC 5.7.125(B)(1)(g)]

A. The affected territory proposed to be annexed is within the City's portions of the urban growth boundary and is contiguous to the city limits or separated from the City limits only by a public right–of-way or a stream lake or other body of water;
B. The proposed annexation is consistent with applicable policies in the Springfield Comprehensive Plan, Metro Plan and in any applicable refinement plan or Plan Districts;
C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Springfield Comprehensive Plan can be provided in an orderly efficient and timely manner; and

D. Where applicable fiscal impacts to the City have been mitigated through a signed Annexation Agreement, a development agreement per SDC 5.1.1200, a waiver of remonstrance, or other mechanism approved by the City Council.

□ **One (1)** copy of the previously required information.

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Development & Public Works
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Annexation Application Type 4

Application Type	***(Applicant: Check one)***
Annexation Application Completeness Check:	☐
Annexation Application Submittal:	☐

Required Proposal Information	***(Applicant: Complete This Section)***
Property Owner:	
Address:	
Owner Signature:	
Owner Signature:	
Agent Name:	
Company:	
Address:	
Agent Signature:	

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his or her behalf, except where signatures of the owner of record are required, only the owner may sign the petition.

ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	

Area of Request:	**Acres:**	**Square Feet:**

Existing Use(s):	**Proposed Use:**

Required Property Information	***(City Intake Staff: Complete This Section)***	
Case No.:	**Date:**	**Reviewed By:**
Project No.:	**Admin Fee:**	**Comp. Planning Fee:**
Application Fee Deposit: $		**Total Fee:**
***A deposit is collected and charged for Actual Cost of Service (COS)**		**Placard:**

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Completeness Check

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Owner:

Signature **Date**

Print

Submittal

I understand the burden is on the applicant to provide a complete submittal to the City. I represent this application to be complete for submittal to the City. The City may deem this application incomplete in writing within 30 days if there is missing required information.

Owner:

Signature **Date**

Print

In order to protect your identity, your personal contact information is collected on this page, which will not be made readily available to the public, however it will remain part of the public record.

Applicant Name:
Phone Number:
Email Address:
Applicant's Rep:
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Complete the Ownership Worksheet. To ensure that the necessary signatures are obtained, please complete the attached worksheet. ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal.)***

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Owner-Consent/Double Majority Petition. To initiate a double majority annexation, complete the Owner-Consent/Double Majority Petition form listing owners, including partial owners, and electors. This form includes the Certification of Electors which must be signed by the Lane County Elections/Voter Registration Department and also includes the Verification (Certification) of Property Owners which must be signed by the Lane County Department of Assessment and Taxation. *This form is required even if the land is vacant.* ***(Photocopies may be submitted at completeness check, with original copies at time of application submittal).***

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□ **Summary of Urban Service Provision Form** [SDC 5.7.125(B)(1)(a)-(b) and (e)]
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□ **Public/Private Utility Plan** [SDC 5.7.125(B)(1)(f)]
A plan describing how the proposed annexation area can be served by key facilities and services must be provided with the annexation application.

□ **Written Narrative** addressing approval criteria as specified below. All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated in the application (also stated below). [SDC 5.7.125(B)(1)(g)]

A. The affected territory proposed to be annexed is within the City's portions of the urban growth boundary and is contiguous to the city limits or separated from the City limits only by a public right–of-way or a stream lake or other body of water;
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C. The proposed annexation will result in a boundary in which the minimum level of key urban facilities and services as defined in the Springfield Comprehensive Plan can be provided in an orderly efficient and timely manner; and
D. Where applicable fiscal impacts to the City have been mitigated through a signed Annexation Agreement, a development agreement per SDC 5.1.1200, a waiver of

remonstrance, or other mechanism approved by the City Council.

□ **One (1)** copy of the previously required information.

Application #: C SP 2009 - _____

OWNER-CONSENT/DOUBLE MAJORITY PETITION

Petition Signature Sheet
Annexation by Individuals

We, the following property owners/electors, consent to the annexation of the following territory to the City of Springfield

Signature	Date Signed m/d/y	Print Name	Residence Address (*street, city, zip code)*	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	✓ Reg Voter	Acres (qty)
1.							
2.							
3.							
4.							
5.							

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. *(Attach evidence of such authorization when applicable.)*

I, _____*(printed name of circulator)*, hereby certify that every person who signed this sheet did so in my presence.

X_____*(signature of circulator)*

CERTIFICATION OF PROPERTY OWNERS

The total landowners in the proposed annexation are _____(*qty).* This petition reflects that _____(*qty)* landowners *(or legal representatives)* listed on this petition represent a total _____*(%)* of the landowners and _____*(%)* of the acres as determined by the map and tax lots attached to the petition. *A&T is not responsible for subsequent deed activity which may not yet be reflected on the A&T computerized tax roll.*

_____

Lane County Department of Assessment and Taxation

_____

Date Certified

CERTIFICATION OF ELECTORS

The total active registered voters in the proposed annexation are _____(*qty).* I hereby certify that this petition includes valid signatures representing _____of the total active registered voters that are registered in the proposed annexation.

_____

Lane County Department of Assessment and Taxation

_____

Date Certified

Application #: C SP 2009 -

For City Use Only

TRIPLE MAJORITY

Petition Signature Sheet
Annexation by Individuals

We, the following property owners of the following territory, consent to the annexation to the City of Springfield and concurrent annexation to Willamalane Parks and Recreation District, as deemed necessary:

Signature	Date Signed m/d/y	Print Name	Residence Address (*street, city, zip code)*	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	✓ Acres (qty)
1.						
2.						
3.						
4.						
5.						

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. *(Attach evidence of such authorization when applicable.)*

I, _____*(printed name of circulator)*, hereby certify that every person who signed this sheet did so in my presence.

x _____*(signature of circulator)*

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are ____*(qty).* This petition reflects that ____*(qty)* landowners *(or legal representatives)* listed on this petition represent a total of ____ *(%)* of the landowners and ____ *(%)* of the acres as determined by the map and tax lots attached to the petition. *A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.*

_____

Lane County Department of Assessment and Taxation

_____

Date Signed and Certified

OWNERSHIP WORKSHEET

(This form is **NOT** the petition)

Please include the name and address of ALL owners regardless of whether they signed an annexation petition or not.

OWNERS

Property Designation (Map/lot number)	Name of Owner	Acres	Assessed Value	Imp. Y / N	Signed Yes	Signed No
TOTALS:						

TOTAL NUMBER OF OWNERS IN THE PROPOSAL	
NUMBER OF OWNERS WHO SIGNED	
PERCENTAGE OF OWNERS WHO SIGNED	
TOTAL ACREAGE IN PROPOSAL	
ACREAGE SIGNED FOR	
PERCENTAGE OF ACREAGE SIGNED FOR	
TOTAL VALUE IN THE PROPOSAL	
VALUE CONSENTED FOR	
PERCENTAGE OF VALUE CONSENTED FOR	

CONSENT TO ANNEXATION

Consent is hereby given to the annexation by the City of Springfield, Oregon of the following described real property:

Map and Tax Lot: _____Address: _____

Legal Description:

In the corporate limits of said city, which is owned by the undersigned
DATED this _____day of _____, 20___.

_____

_____

_____

Summary of Urban Service Provision

This form is intended as a guide to assist applicants in demonstrating that a minimum level of key urban services can be provided to the area proposed for annexation. Space is provided on this form for you to provide detailed information on service provision. Please add additional pages if necessary to provide details of servicing issues related to the area you are annexing. To assist you in providing this information, some contacts are listed below. For large or difficult to serve properties, you may wish to contact a private land use planning consultant to prepare your application.

Property Owner(s) Name:

_____

Assessor's Map and Tax Lot Numbers for Properties Proposed for Annexation (including the township, section, and range numbers) For example: Map 17-03-19-31, Tax Lot 100

_____

The street or site addresses within the affected territory as shown in the Lane County Regional Land Information Database system (RLID)

_____

Wastewater – All new development must connect to the wastewater (sanitary sewer) system. Is wastewater service available to serve the area proposed for annexation? (For more information, contact the Engineering staff at the City of Springfield Engineering at 541-726-3753.)

The property(ies) in this annexation request: _____

_____ will be served from an existing gravity wastewater line.

Location and size of existing wastewater line: _____

_____

_____ will be served by an extension of an existing gravity wastewater line.

Where will a wastewater line be extended from? When will it be extended? By whom? _____

_____

Stormwater –All new development must provide for drainage to an approved system. City approval for storm drainage will be required as part of the development process. (For more information, contact the City of Springfield Engineering at 541-726-3753.)

Is the site currently served by an approved stormwater system? _____

If yes, location?_____

If no, how will stormwater be handled after development? _____

_____

Streets – What existing streets provide access to this site? List existing streets that provide access to this site._ _____

_____

Will dedication for additional street right-of-way be required upon further development of this site?

_____Yes _____No _____Unknown

Will existing streets be extended or new streets constructed upon further development of this site?

_____Yes _____No _____Unknown

Schools – Please indicate which school district serves the subject property.

_____ Eugene School District

_____ Springfield School District

_____ Pleasant Hill School District

Parks, Recreation, and Cultural Services – Systems Development revenues generated by new development will help to fund future acquisition and development in this area and throughout the Willamalane Park and Recreation District. Please list the parks and recreation facilities that already exist or are planned in the general vicinity of the property(ies) included in this annexation:

_____

_____

Key services, defined by the Willamalane Comprehensive Plan as parks and recreation programs, will be available to residents in this area on an equal basis with residents throughout the Willamalane Park and Recreation District.

Public Safety

Police services – Police protection can be extended to this site upon annexation

consistent with service provision throughout the city.

Fire and emergency services (Please indicate which fire district serves subject property.)

_____ McKenzie Fire & Rescue

_____ Glenwood Water District

_____ Rainbow Water and Fire District

_____ Willakenzie Fire & Rescue

Upon annexation, fire protection will be provided directly by the City of Springfield Fire & EMS Department.

Emergency medical transport (i.e., ambulance) services are currently provided on a regional basis by Eugene, Springfield, and Lane Rural Fire/Rescue to central Lane County, including unincorporated areas in Springfield. After annexation, this service will continue to be provided by the current provider. All ambulance service providers have mutual aid agreements and provide back-up service into the other providers' areas.

Planning and Development Services - Planning and building permit services are provided to the area outside the city limits but within the urban growth boundary by the City of Springfield. This service would continue after annexation.

Water and Electric Services – Springfield Utility Board (SUB) currently provides water and electric service in the Springfield area and can provide service upon annexation. For more information contact EPUD, Glenwood Water District, Rainbow Water and Fire District, or SUB.

Water and electric services (Please indicate which utility provider serves the subject property.)

_____ Emerald People's Utility District (EPUD)

_____ Glenwood Water District

_____ Rainbow Water and Fire District

_____ Springfield Utility Board

Electric Service – Which electric company will serve this site? _____

Water Service – Please provide the size and location of the water main closest to your property. _____

_____

Solid Waste – Solid waste collection service is provided by private firms. Regional disposal sites and the Short Mountain Landfill are operated by Lane County.

Natural Gas – Northwest Natural Gas can extend service to new development in this area.

Communications – A variety of telecommunications providers offer communications services throughout the Eugene/Springfield Area.

Census Information Sheet – CONFIDENTIAL

Please complete the attached survey and return it with your annexation application. It is not necessary to include the names of all individuals. Addresses and number of people living at each address is essential and sex and age information is helpful. If you have any questions, please contact Planning at 541-726-3753.

City of Springfield Address: _____

HOUSING TYPE		**TENURE**	
Single Unit Structure		Owner-Occupied	
Multiple-Unit Structure		Renter-Occupied	
Trailer or Mobile Home Seasonal		Vacant	
RESIDENTS			

RESPONDENT	**LAST NAME**	**FIRST NAME**	**SEX**	**AGE**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Portland State University School of Urban and Public Affairs

Center for Population Research and Census (503) 725-3922

WAIVER OF ONE YEAR TIME LIMIT
FOR ANNEXATION PURSUANT TO ORS 222.173

This waiver of the time limit is for the following described property:

_____	_____
Map and Tax Lot Number	Street Address of Property (if address has been assigned)

ONE WAIVER OF TIME LIMIT FOR EACH PARCEL, PLEASE
We, the owner(s) of the property described above understand the annexation process can take more than one year but desire to annex to have City services. Therefore, we agree to waive the one-year time limitation on this petition to annex established by Oregon Revised Statutes 222.173, and further agree that this contract shall be effective [ ] indefinitely or [ ] until _____.

Signatures of Legal Owners

Please print or type name	Signature	Date Signed

LCOG: L:\BC\2008 BOUNCHANGE TRANSITION\APPLICATION FORMS\SPRINGFIELD\10-03-08 UPDATED FORMS\PRE-SUBMITTAL ANNEXATION APPLICATION 10-07-08.DOC
Last Saved: October 30, 2024