

## **ANNEXATION INFORMATION AND FORMS PACKET: CITY OF COTTAGE GROVE URBAN GROWTH AREA**

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This packet contains the application forms you need to request annexation of your property into the City of Cottage Grove. A list of the materials and information that you will need to submit along with your application is attached. To avoid delay in processing your request, please read the attached list carefully and include all required information in your annexation application packet.

Annexation is required before properties that are contiguous to the City limits can attach to City services (water, storm water or sewer). To approve an annexation, the City of Cottage Grove must find that the property is within the urban growth boundary, that city services can be provided to the property, and that the annexation request is consistent with the City's Comprehensive Plan.

**The applicant (the property owner or the property owner's representative) is responsible for preparing all the information required as part of the annexation packet.** Applicants may choose to work with a private planning consultant to prepare the annexation application materials.

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## Cottage Grove Expedited and Public Hearing Procedures

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Most annexations can be processed using the expedited annexation process. **This process is intended to be used for processing routine, non-controversial annexations and takes approximately 25 days after a completed annexation application packet is accepted by the City of Cottage Grove.**

The **Expedited Procedure** includes:

- Consent to Annexation from 100% of all owners and at least 50% of electors.
- Public Notice to all property owners within 300' and affected government agencies/special districts. Notice includes deadline for submittal of written comments or written request for annexation to be processed as a Standard Procedure annexation with a public hearing.
- City Council approval or denial, through adoption of an ordinance.
- Notice of annexation decision mailed to applicant, special districts, and Secretary of State following submittal of Zone Change application by owner/applicant.

Note: The expedited procedure allows the opportunity for a public hearing to be requested. If a public hearing is requested, the annexation application will automatically be filed for a City Council public hearing.

The **Standard Procedure** includes:

- Consent to Annexation from at least 50% of owners and at least 50% of electors.
  - Notice of Public Hearing sent to all property owners within 300', affected agencies/special districts and owners/electors within annexation area at least 20 days before date of hearing.
  - Publication of Notice of Public Hearing once each week for two successive weeks prior to date of hearing in local paper.
  - Public Hearing before City Council.
  - City Council approval or denial, through adoption of an ordinance.
  - Notice of annexation decision mailed to applicant, special districts, and Secretary of State following submittal of Zone Change application by owner/applicant.
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## Steps to Annexation

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- Step 1** Prepare annexation application materials as outlined on the attached Annexation Application Checklist.
- Step 2** **Turn in three copies** of all required materials and the City fee as described on the Annexation Application Checklist to the Community Development Department, located at 400 Main Street, Cottage Grove, between the hours of 8:00 a.m. and 5 p.m.
- Step 3** The City of Cottage Grove Review Process begins. Notice will be sent to adjoining property owners and affected agencies of either the expedited annexation request or of the public hearing date. A deadline for written comments and/or request for public hearing will be included with the notice.
- Step 4** City staff will review the annexation proposal for consistency with city policies. For expedited annexations, staff will complete a staff report reviewing the proposal and, provided no request for public hearing is made, will request the City Council move to adopt or deny the annexation (skip to Step 6). For public hearing annexations, staff will complete a staff report which will be made available to the applicant and interested parties one week before the public hearing.
- Step 5** A Public Hearing will be held for the annexation, if applicable.
- Step 6** The City Council will hold first and second reading of the annexation ordinance. Following second reading, the Council will vote on the ordinance.
- Step 7** The City of Cottage Grove will notify the Secretary of State and other applicable parties of the formal annexation provided that the owners of newly annexed properties have applied for a **Zone Change application** to the City of Cottage Grove. Once the Secretary of State has been notified, the property is formally annexed.

## Annexation Application Submission Requirements

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- \_\_\_\_\_ Submit three copies of all materials as required below.
- \_\_\_\_\_ City filing fee (\$800 for expedited, \$1200 for Standard). Checks should be made out to the City of Cottage Grove.
- \_\_\_\_\_ Vicinity map that identifies the proposed area of the annexation and the existing city limits.
- \_\_\_\_\_ A legal boundary description of the area proposed to be annexed including adjacent right of way. Legal metes and bounds shall be prepared by a registered land surveyor.
- \_\_\_\_\_ If the expedited process is being used, submit Property Owners Request for Expedited Annexation and a Petition Signature Sheet with signatures of all property owners and at least 50 percent of electors within the proposed annexation area. **Please include the original and two copies.**
- \_\_\_\_\_ If the standard process is being used, submit a Petition Signature Sheet form with signatures of a minimum of 50 percent of the property owners and 50 percent of electors within the proposed annexation area. **Please include the original and two copies.**
- \_\_\_\_\_ Tax Maps of the proposed annexation area. These maps shall identify the parcels for which consent to annexation has been acquired and adjacent right of way to be annexed.
- \_\_\_\_\_ Map and tax lot numbers for all parcels within the proposed annexation area. The total acreage of both public and private land included in the proposed annexation.
- \_\_\_\_\_ Names of property owners and addresses of all dwelling units and/or businesses within the proposed annexation area.
- \_\_\_\_\_ A narrative statement indicating compliance with all of the annexation criteria found in Section 130, "Criteria, Standards and Conditions of Approval."
- \_\_\_\_\_ A Zone Change application must be submitted to the City prior to the final filing of the annexation with the Secretary of State.

## **Criteria, Standards and Conditions of Approval**

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The City shall approve or deny an application for an annexation into City limits based on the standards and criteria below:

1. The property is within the City's Urban Growth Boundary.
  2. The property is contiguous to current City limits.
  3. Unless the proposed annexation area is surrounded by the City, the majority of property owners and electors within the proposed annexation area have consented in writing to the annexation for a Standard procedure with a public hearing; or all property owners and at least 50 percent of electors within the annexation area have consented in writing to the annexation for an Expedited Procedure without a public hearing as per ORS 222.125 or ORS 222.170.
  4. Adequate services and infrastructure exist or can be provided at the proposed annexation site as per the applicable Comprehensive Plan designation. These services and infrastructure include: provision of water, sewage services, storm drainage, and streets.
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## Property Owners Request For Expedited Procedure

I (We), the undersigned property owner(s), request this annexation proposal be approved without the study, public hearing, or adoption of a final order required by ORS 222.125. This request is made pursuant to the provisions of ORS 222.170.

I (We) understand that a study, public hearing, and adoption of a final order may be required if requested by any person or governing body receiving a copy of the City of Cottage Grove analysis and recommendation as required by ORS 222.

This request is made in addition to and supplements all other requirements for filing an annexation petition.

Tax Lot \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W, Section \_\_\_\_\_, Map \_\_\_\_\_

Tax Lot \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W, Section \_\_\_\_\_, Map \_\_\_\_\_

Tax Lot \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W, Section \_\_\_\_\_, Map \_\_\_\_\_

Tax Lot \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W, Section \_\_\_\_\_, Map \_\_\_\_\_

Tax Lot \_\_\_\_\_, Township \_\_\_\_\_ S, Range \_\_\_\_\_ W, Section \_\_\_\_\_, Map \_\_\_\_\_

Example: Map number 17042130, Tax lot number 3000

Tax Lot 3000, Township 17 S, Range 04 W, Section 21, Map30

### Signature of Property Owner(s) and Address

\_\_\_\_\_  
Signature Address

\_\_\_\_\_  
Signature Address

\_\_\_\_\_  
Signature Address

\_\_\_\_\_  
Signature Address

\_\_\_\_\_  
Signature Address

Date: \_\_\_\_\_

**ALL OWNERS OF PROPERTY AND/OR ELECTORS INCLUDED IN THE  
BOUNDARY CHANGE PROPOSAL AREA**

(This form is NOT the petition)

(Please include the name and address of ALL owners/electors regardless of whether they signed an  
annexation petition or not. This is for notification purposes.)

| <b>Name of Owner/Elector</b> | <b>Address</b> | <b>Property Designation</b><br>(INDICATE TAX LOT, SECTION AND RANGE) |
|------------------------------|----------------|--|
| (1)                          |                |  |
|                              |                |  |
| (2)                          |                |  |
|                              |                |  |
| (3)                          |                |  |
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| (4)                          |                |  |
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| (5)                          |                |  |
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| (6)                          |                |  |
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| (7)                          |                |  |
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| (8)                          |                |  |
|                              |                |  |
| (9)                          |                |  |
|                              |                |  |
| (10)                         |                |  |
|                              |                |  |