



Boundary Review Board

Grays Harbor County

100 West Broadway Avenue, Suite 1

Montesano, WA 98563-3614

Phone | (360) 249-3731

Fax | (360) 249-3783

NOTICE OF INTENTION

Submit this **NOTICE OF INTENTION** form, including **EXHIBITS A TO E** listed below to the Boundary Review Board (BRB). The BRB operates from the Grays Harbor County Commissioners Office with the Clerk of the Board coordinating the workflow to determine sufficiency. When the application is deemed sufficient, the **ORIGINAL** and a filing fee of **\$50.00** are required for processing. This form should be completed by an elected official **OR** an employee of the governmental jurisdiction that is seeking the boundary change action **OR** the proponent in the case of incorporation or formation.

EXHIBIT A | A copy of the **Legal Description** of the boundaries over the area involved in the proposed action. The legal description can be found on the deed for the property proposed to be annexed. The description must be signed by an engineer licensed in the State of Washington or a land surveyor licensed in the State of Washington.

EXHIBIT B | An area map, no larger than 11-inches by 17-inches in size, indicating the boundary of the area proposed for annexation and an **Assessor's Parcel Map** will be required and can be combined into one map (i.e. Proposed Annexation on Assessor's Map).

EXHIBIT C | Annexation Method documentation:

1. A certification statement from the Initiation Municipality **OR** the Certification from the County Auditor for Registered Voter Petitions/Election method of annexation **OR** the Determination of sufficiency from the County Assessor for Property Owners in the petition method of annexation and a copy of the signed petition.

2. A certified copy of the official **Resolution or Ordinance** accepting the proposed action of the annexing jurisdiction certified as referenced in exhibit C1.

3. A certified copy of the **Public Hearing Minutes** that document the passing of the Resolution or Ordinance referenced in part exhibit C2.

EXHIBIT D | **If applicable**, provide a copy of the Washington State Environmental Policy Act (SEPA) **Threshold determination and completed SEPA checklist** pertaining to the proposed annexation. Include the list of persons who were sent the checklist and all written comments from governmental agencies and the general public on the determination.

EXHIBIT E | **If applicable**, provide a copy or copies of any **pre-annexation agreements** for service or performance agreements with any other jurisdiction that is relevant to this proposal.

To be completed by Staff

File No. _____

Date Received _____

Received By _____

SECTION 1: INTRODCUTION

As required by RCW 36.93, a Notice of Intention is hereby submitted for the proposed annexation.

Name of Jurisdiction: _____

Name of Proposal: _____

Proceedings were initiated under authority of RCW: _____

Petition Method Which method? _____

Election Method # of Qualified Electors _____ % Represented _____

Action Sought: _____

Reason for seeking action: _____

Petitioner Spokesperson: _____ Phone: _____

Address: _____

Email: _____

SECTION 2: FACTORS UNDER CONSIDERATION

A. POPULATION AND LAND USE FACTORS | Information for Population and Land Use is provided **AS NEEDED** by county staff under Section 5, Exhibits J through T.

B. MUNICIPAL SERVICE FACTORS | Please respond to the following questions regarding the factors the Board must consider regarding annexation as outlined in Revised Code of Washington (RCW) 36.93.170.

1. Name the current service purveyors in the proposed area:

(a) Water: _____

(b) Sewer: _____

(c) Fire: _____

(d) Police: _____

(e) School District: _____

(f) Library: _____

2. Is the proposal within any identified **Urban Service Area**? Yes No

3. What service changes will occur if the proposal is approved? _____

4. What effect will your jurisdiction's ordinances, governmental codes, regulations and resolutions have on existing uses in the proposed area? _____

5. What are the prospects of governmental services from other sources? _____

6. What are the probable future needs for services and controls in the area? _____

7. What is the probable effect of the proposal on the cost and adequacy of services and controls in the proposed and adjacent area? _____

8. What is the probable effect of the proposal on the finances, debt structure, contractual obligations and right of all affected government units? _____

9. What is the effect of the proposal on adjacent areas, on mutual economic and social interests and on the local governmental structure of the county? _____

SECTION 3: OBJECTIVES TO CONSIDER BY BOARD

Per RCW 36.93.180, describe how this proposal meets each of the following objectives:

- 1. Preservation of natural neighborhoods and communities: _____

- 2. Use of physical boundaries, including but not limited to bodies of water, highways and land contours: _____

- 3. Creation and preservation of logical service areas: _____

- 4. Prevention of abnormally irregular boundaries: _____

- 5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas: _____

- 6. Dissolution of inactive special purpose districts: _____

- 7. Adjustment (correction) of impractical boundaries: _____

- 8. Incorporation as cities or towns or annexation to cities and towns of unincorporated areas that is urban in character: _____

- 9. Protection of agricultural lands: _____

SECTION 4: CERTIFICATION

I certify that the above is true and accurate and that I am an official or employee of the governmental jurisdiction seeking boundary change action or the proponent for the incorporation or formation.

This application and notice of intention was reviewed by:

Signature

Signature

Printed Name of Person Completing this Form

Printed name of person reviewing this form

Title

Title

Telephone Number

Telephone Number

E-mail address

E-mail address

Mailing Address

Mailing Address

SECTION 5: COUNTY INFORMATION

IF A HEARING IS REQUIRED DUE TO JURISDICITON BEING INVOKED, the following exhibits are to be prepared by the respective County Departments and provided as attachments to the application. Label each attachment as follows for consideration by the Boundary Review Board in the annexation request.

1. Central Services Department – GIS Division

EXHIBIT F | Provide a Grays Harbor County Assessor map showing the full section, township and range in which the property is located, with the subject area clearly outlined.

EXHIBIT G | Provide a vicinity map no larger than 11-inches by 17-inches in size displaying the following information:

1. The boundary of the area involved in the proposal and the size in acres.
2. The current corporate boundaries of the annexing jurisdiction.
3. Major physical features such as streets and highways, railways, public facilities, rivers, freeways etc.
4. The boundaries of all cities or special purpose districts having jurisdiction in or near the proposed area.
5. The location of the nearest service point(s) for the required utility services to the area where the information is available. Showing existing (and proposed) water/sewer lines and diameters where the information is available.

EXHIBIT H | Provide a topographic map of the property proposed for annexation.

2. Public Works Division

EXHIBIT I | Provide written verification of the legal description for the property proposed for annexation.

3. Planning and Building Division

EXHIBIT J | Provide the population of the land to be annexed and the population of the annexing jurisdiction.

EXHIBIT K | Provide the acreage of the proposed annexed area and the acreage of the annexing jurisdiction.

EXHIBIT L | Provide a list of parcel numbers for lots in the proposed area.

EXHIBIT M | Provide the Grays Harbor Comprehensive Plan designation for the land proposed for annexation.

EXHIBIT N | Provide the Grays Harbor Comprehensive Plan designation for areas surrounding the land proposed for annexation site.

EXHIBIT O | Provide the Grays Harbor zoning designation for the land proposed for annexation.

EXHIBIT P | Provide the Grays Harbor zoning for areas surrounding the land proposed for annexation.

EXHIBIT Q | Provide information concerning the presence of critical areas in the land proposed for annexation, including geologically hazardous areas, critical aquifer recharge areas, fish and wildlife habitat conservation areas, frequently flooded areas, or wetland areas.

EXHIBIT R | Provide the growth projection for the land proposed for annexation and the annexing jurisdiction during the next ten-year period.

EXHIBIT S | Provide the existing land use of the proposed annexation area and the existing land use of the area surrounding the proposed area.

EXHIBIT T | Provide the Grays Harbor County assessed valuation for the property.

SECTION 7: SUMMARY OF FACTORS (EXHIBITS J – T)

- 1. Population of the Proposed Annexation _____
- 2. Population of the Proposing Jurisdiction _____
- 3. Acres of the Proposed Annexation _____
- 4. Acres of the Proposing Jurisdiction _____
- 5. Assessed valuation of proposed area _____
- 6. Existing land use of the proposed area _____
- 7. Existing land use of the area surrounding the proposed area _____
- 8. Current land use proposals for this area _____
- 9. Grays Harbor Comprehensive Plan designation for the proposed area _____
- 10. Grays Harbor Comprehensive Plan designation for surrounding areas _____
- 11. Grays Harbor County zoning for the proposed area _____
- 12. Grays Harbor County zoning for surrounding areas _____
- 13. Is the proposed area within or include any environmentally critical areas? _____
- 14. Describe the topography, drainage basins and natural boundaries which are included in the area of the proposal and how each affects land use, accessibility and potential development.

- 15. Describe how much and what type of growth has been projected for this area and adjacent incorporated and unincorporated areas during the next ten-year period. What source is the basis for this projection?

