

**APPLICATION FOR ANNEXATION PETITION  
(Pursuant to ZMC Chapter 17)  
CITY OF ZILLAH, WASHINGTON**

**FILE NUMBER:** \_\_\_\_\_

**1) FEES:**

**Date paid:** \_\_\_\_\_

**Annexation Petition Fee: \$975.00 plus Staff, Consultant & Professional Fee's if over the initial fee.**

**Staff, Consultant and Professional Fees.** Application and processing fees for land use matters are subject to additional costs incurred by City in excess of filing fee related to staff, consultant and professional time and charges related to the review and processing of the land use or permit application. Such charges shall be calculated as follows:

**(a) Staff Review and Charges.** The fee schedule contemplates routine time requirements for staff review and processing of a land use or permit application. Some applications will require additional staff time and cost. If, in the opinion of the City Clerk, a particular application will require staff time in excess of what the fee anticipates, the City may require payment for staff time at the specified rate.

**(b) Consultant and Professional Review.** In the event that a project requires professional services beyond that which is included in the base fee, the applicant shall reimburse the City for the actual cost of said professional services. In addition to the application fee (including staff review charges), any applicant for land use or permit approval shall reimburse the City for costs, including but not limited to, professional engineers, mailing fees, advertisement fees and other consultants and/or professionals contracted or retained by the City to review, evaluate and/or inspect applicant's proposal when the City is unable to do so with existing staff resources. By way of illustration and not limitation, these professional services may include engineering and technical review, legal review, planning review, environmental review, critical areas review, financial and accounting review, soils review, and mechanical and structural engineering review.

**(c) Deposit.** City may require the applicant to deposit an amount determined by City as reasonable estimate for anticipated excess costs and charges related to review and processing of the application. Such estimate may be revised periodically based on the judgment of City staff. Such deposit shall be made as a condition to further processing of the land use or permit application.

**SUBJECT: Notice of Intent**

Dear Mayor and City Council:

The purpose of this letter is to notify you of our intent to annex \_\_\_\_\_ acres of property on parcel \_\_\_\_\_ into the City of Zillah and to start annexation proceedings.

You may contact me at \_\_\_\_\_ if you need additional information or have any questions.

Sincerely,

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone #

**IMPORTANT – Please Read**

The notice of intent shall specify on an attached piece of paper any issues which the City Council or Planning Commission may be asked to consider on this application and shall specifically state all grounds for such consideration. Issues or grounds which are not identified may not be considered by the City Council.

Every person who signs this petition with any other than his/her true name, or who knowingly signs a petition when he/she is otherwise not qualified to sign, or who makes any false statements, shall be guilty of a misdemeanor. All provisions of laws and ordinances governing the application will be complied with whether specified herein or not.

**DECLARATION:** *I/WE DECLARE UNDER PENALTY OF THE PERJURY LAWS THAT THE INFORMATION I/WE HAVE PROVIDED ON THIS APPLICATION FOR ANNEXATION PETITION IS TRUE, CORRECT AND COMPLETE.*

OWNER’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER’S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

PROPERTY LEGAL DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received: _____	Fee’s Paid: _____	Receipt Number: _____
Application Approved for completion Date: _____		
Public Hearing before the Planning Commission held on: _____		
Public Hearing before City Council held on: _____		
Final Decision Date: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Approved	w/ Conditions <input type="checkbox"/> Denied

To: The City Council  
City of Zillah  
Zillah, Washington

We, the undersigned, being owners of not less than 60 percent, in value (according to the assess valuation for general taxation), and registered voters of not less than 60 percent of the real property described herein below, lying contiguous to the City of Zillah, Washington do hereby petition that such territory be annexed to and made a part of the City of Zillah under the provisions of R.C.W. 35A.14.120 et.seq., and any amendments hereto, of the State of Washington.

The territory proposed to be annexed is within Yakima County, Washington, and is legally described as follows: (Attach map outlining the boundaries of the property sought to be annexed).

WHEREFORE, the undersigned respectively petition the Honorable City Council and asked:

- A. That appropriate action be taken to entertain this petition, fixing a date for public hearing, causing notice to be published and posted, specifying the time and place of such hearing and inviting all persons interested to appear and voice approval or disapproval of such annexation; and,
- B. That following such hearing, and subsequent to approval of the Yakima County Boundary Review Board is such is convened, the City Council determine by Ordinance that such annexation shall be effective; and that property to be annexed shall become part of the City of Zillah, Washington, subject to its laws and ordinances then and after in force.

The Petitioners subscribing hereto agree "...that all property within the territory hereby sought to be annexed shall be assessed and taxed at the same rate and on the same basis as property within the City of Zillah for any now outstanding indebtedness of said City, including assessments or taxes in payment of any bonds issued or debts contracted, prior to or existing at the date of annexation, and that simultaneous adoption of proposed zoning regulations be required" in accordance with the requirements of the City Council of said City, and as quoted herein from the minute entry of records of said City Council meeting. It is further understood that the zoning of said area proposed of annexation is shown in the Comprehensive Plan as adopted by Resolution No. \_\_\_\_\_ is \_\_\_\_\_.

This petition is accompanied and has attached hereto as Exhibit "A" a diagram which outlines the boundaries of the property sought to be annexed.

#### PRAYER OF PETITION

1. Annexation of area described herein and on Exhibit "A"; and,
2. Assumption of indebtedness of the City of Zillah; and
3. Zoning of \_\_\_\_\_, consistent with the City of Zillah Comprehensive Plan.

## ANNEXATION PROCEDURES CITY OF ZILLAH

The procedure for citizens to have property annexed into the City of Zillah involves six primary steps. The steps are outlined below and are followed with a more detailed explanation. Further reference can be found in the Revised Code of Washington, Chapter 35.13.125 through 35.13.160.

### **Summary of Steps**

- Step 1:** Review the City of Zillah Comprehensive Plan “Urban Growth Area” map to ensure The area is located within the map boundary.
- Step 2:** Notify the City Council in writing of the intent to begin annexation proceedings. Complete boundary review board “Notice of Intent” form per City Staff instructions. (Attached)
- Step 3:** Meet with the City Council to receive a preliminary decision and discuss specific issues regarding the proposed annexation. If council is favorable to the proposal Proceed to Step 4.
- Step 4:** Circulate a petition to obtain required signatures of property owners. (Attached)
- Step 5:** A meeting of the Planning Commission will be scheduled. The Planning Commission will review the proposed annexation and forward its recommendations to the City Council.
- Step 6:** A public hearing will be scheduled and held before the City Council. A final decision from the Council may immediately follow the closing of the hearing. If approved, adopt a Resolution of Intent to Annex.

### **PROCEDURAL DETAILS**

- Step 1:** Refer to the City of Zillah Comprehensive Plan to ensure the proposed annexation is within the “Urban Growth Area”. Land must be located within the urban growth area prior to annexation. Determine if any of the area is used for County agricultural fair activities. If it is, annexation jurisdiction is with the County pursuant to Chapter 36.37 of the Revised Code of Washington.
- Step 2:** Notify the City Council in writing of the intent to begin annexation proceedings. The written notification must be signed by one of the following:
- A. At least 10% of the residents of the proposed annexation area.
  - B. Owners of land whose individual or combined property value equals at least 10% of the total value of the total area proposed for annexation.
- Step 3:** A meeting date with the City Council will be scheduled within 60 days of filing the written notification of the proposed annexation. Council will meet with the initiating parties to determine if the proposed annexation will be accepted, rejected, or modified, and whether it shall require the assumption of all or any portion of existing city indebtedness by the area to be annexed. The meeting may be held as part of a regularly

City Council meeting. A City Council decision to accept a proposed annexation during the meeting does not commit the council to ultimately annexing the area at the time a sufficient petition is presented to it. Preliminary acceptance by the City Council only demonstrates good cause to continue proceedings to annex. The City Council decision is not appeal able.

**Step 4:** If the City Council gives preliminary approval to the proposed annexation, a petition for signatures must be circulated. The petition must exhibit the following traits and contents:

- A. Be in writing, addressed to the City Council, and contain a statement explaining the purpose of petition.
- B. Legal description(s) of the property and a legitimate plat map which outlines the boundaries of the area being proposed for annexation.
- C. If the City Council will require the assumption for all or any portion of City indebtedness, include a statement to that effect. Quotations from the minutes of the meeting in which Council imposed the requirement must be included
- D. Contain signatures of property owners whose property has a combined value of at least 60 percent of the total value of the area being proposed for annexation.

The City Clerk will review and determine if petition is legally sufficient, (petition meets legal requirements as mentioned above A thru D) it is filed with the City Council and a date will be fixed for the public hearing

**Step 5:** Following the filing of a valid petition, the Planning Commission will review the proposed annexation at its next possible regularly scheduled meeting. Concluding the review, a report to the City Council will be forwarded. The report will include a recommended zoning designation for the area based on the comprehensive plan goals and policies. The Commission will also advise the City Council of the consistency, or inconsistency, the proposed annexation demonstrates in regard to the overall land use goals of the comprehensive plan. Petitioner is required to attend this meeting.

**Step 6:** The City Council will schedule a public hearing to hear and consider public testimony regarding the proposed annexation. Notification of the public hearing will be provided according to normal City public notification procedures. The City Council will also review reports and recommendations from the Planning Commission and members of City staff. Following the public hearing, the City Council shall approve or disapprove the proposed annexation. Approved annexations will be adopted by a Resolution of Intent to Annex and a certified copy of the Resolution will be forwarded to the Yakima County Board of County Commissioners. The petitioner is required to attend the Public Hearing

After step 6 has been completed, the Notice of Intention is filed with the Washington State Boundary Review Board for Yakima County. This process takes 45 days from the time the Notice is filed. Upon approval by the Yakima County Boundary Review Board, the annexation will be adopted by Ordinance by the Zillah City Council.