

City of Carlton
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Carlton, OR 97111
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Annexation Petition

Docket No.: _____
Date: _____
Fee: _____
Receipt No.: _____

Applicant: Name _____
Mailing Address _____

Phone _____ Email _____

Title Holder: Name _____
Mailing Address _____

Location: Street Address _____
Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation: _____
Current Zoning: _____

Proposed Zoning: _____

Proposed Comprehensive Plan Designation: _____

Prerequisites: In accordance with Carlton Development Code Section 17.180.020, Annexations are conducted as a Type III procedure. The Planning Commission will conduct a public hearing to consider the request and will make a recommendation to the City Council. The City Council will conduct a second public hearing and make the final local decision on the request.

To request a hearing and approval of an Annexation, by the City Planning Commission and City Council, there shall be submitted to the City Recorder in addition to this application and filing fee:

_____ A Site Plan (8 ½ x 11 inches or multiples thereof) illustrating the following information:

1. The date, north point, scale and sufficient description to define the location and boundaries of the parcel(s) on which the Annexation is proposed.
2. Name and address of the recorded owner or owners and of the person who prepared the Site Plan.
3. For land adjacent to and for the site of the conditional use show locations, names and existing widths of all streets and easements of way; location, width and purpose of all other access or utility easements; drainage ways; and other significant site features.
4. Outline and location of existing and proposed buildings. Plan shall indicate existing setback distance from building to the property lines.
5. Indicate areas of flooding, soil hazard or areas of steep slopes.

_____ The names and addresses of all property owners within 200 feet of the property boundaries, as shown on the last preceding tax roll of the Yamhill County Assessor.

_____ A legal description of the property subject to the Annexation.

_____ A detailed description of the proposed annexation and proposed use of the property upon annexation.

_____ Ten (10) Copies of this application and all attachments shall be provided. Copies must be clear and legible.

Planning Commission Recommendation: As provided by Carlton Development Code Section 17.184.020, the Planning Commission shall forward a recommendation to the City Council regarding the proposed annexation. The Planning Commission's recommendation shall state how the proposal will address each of the following factors from Section 17.184.020. **The applicant may wish to submit information to address these factors.**

1. Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands;
2. Relate to areas with natural hazards;
3. Protect open spaces and scenic views and areas;
4. Provide for transportation needs in a safe, orderly and economic manner;
5. Provide for an orderly and efficient arrangement of public services;
6. Affect identified historical sites and structures and provide for the preservation of such sites and structures;
7. Improve and enhance the economy of the City; and
8. Provide quality, safe housing through a variety of housing types and price ranges.

Annexation by election: As provided in Development Code Section 17.184.030, the City Council may forward this matter to the voters of the City.

17.184.030 Annexation by Election

- A. The Council, upon approval of the annexation proposal, has the authority to submit the proposal for annexation to the registered voters of the City.
- B. The proposal for annexation may be voted upon at a general election or at a special election to be held for that purpose. The voters of the City and of the territory may vote upon the proposal for annexation simultaneously or at different times not more than twelve months apart.

Conditions of Approval:

As specified by Development Code Section 17.188.020 (H), approval of a Conditional Use Permit may be granted subject to conditions. The following limitations shall be applicable to conditional approvals:

- 1. Conditions shall be designed to protect public health, safety and general welfare from potential adverse impacts caused by a proposed land use described in an application. Conditions shall be related to the following:
 - a. Protection of the public from the potentially deleterious effects of the proposed use; or
 - b. Fulfillment of the need for public service demands created by the proposed use.
- 2. Changes or alterations of conditions shall be processed as a new administrative action.
- 3. Whenever practical, all conditions of approval required by the City shall be completed prior to the issuance of an occupancy permit. When an applicant provides information which demonstrates to the satisfaction of the Planning Commission that it is not practical to fulfill all conditions prior to issuance of such permit, the Planning Commission may require a performance guarantee as provided in Development Code Section 17.216.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

CITY COUNCIL ACTION:

Hearing Date: _____

APPROVED

DENIED

REFERRED TO VOTERS

Approval Date: _____

Conditions to this Annexation: ATTACHMENT "A"

I hereby agree to all requirements of this Annexation as found in Attachment "A". I understand that a violation of any condition or limitation imposed by the approval shall constitute a violation of the Development Code. The effective date of this Annexation is 21 days from the date of written approval of this decision, unless otherwise specified.

Applicant's Signature

Date

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date