



Annexation Checklist

City of Klamath Falls Development Services, 226 South 5th Street, Klamath Falls, OR 97601

- Attend a Pre-Application meeting with City Planning Staff

REQUIRED CONTENTS

- Completed General Permit Application – **TO BE COMPLETED IN INK**
- Completed Annexation Application Form – **TO BE COMPLETED IN INK**
- Public Notice Mailing List (property owner mailing list – 100')
- Completed Acknowledgment of Mailing List Form
- Legal Description that meets Department of Revenue Requirements
- Completed Applicant and Owner Statement Form
- Completed Consent to Annex
- Copy of Deed
- Site Plan (one electronic PDF copy and one paper copy on 11" x 17" sheets showing area to be annexed) with legal description of area to be annexed
- Vicinity Map identifying:
 - the site
 - the surrounding area and existing development
- Application Fee (\$500)
- Mailing Notice Costs (current postage rate + 10 cents x number of property owners)
- Legal Notice Costs (this will be billed and shall be paid within 30 days of the final decision on the application)

Remember: An Annexation may only be approved if it conforms to the Comprehensive Plan, including the following criteria:

- The Annexation will not encroach upon agricultural lands
- The Annexation will not encroach upon forest lands
- The Annexation will promote the conservation of open space and the protection of scenic resources
- The Annexation will not adversely affect the quality of the community's air, water and land resources
- The Annexation will not endanger life or property from natural disasters or hazards
- The Annexation will promote the satisfaction of the citizen's recreation needs
- The Annexation will promote diversification and improvement of the community's economy
- The Annexation will promote satisfaction of the community's housing needs
- The Annexation will promote a timely, orderly and efficient arrangement of public facilities and services
- The Annexation will promote a safe, convenient and economic transportation system
- The Annexation will promote the conservation of energy
- The Annexation will promote an orderly and efficient transition from rural to urban land use

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General Review Application

City of Klamath Falls Development Services
226 South 5th Street, Klamath Falls, OR 97601

File Number(s): _____

OFFICIAL USE ONLY

Date Received: _____ Date Application Complete: _____

Hearing Date: _____ Date of Pre-App Meeting: _____

↓ DATE OF DLCD NOTICE—FOR ANNEXATION AND ZONE CHANGE ONLY ↓

Notice of Proposal: _____ Notice of Adoption: _____

APPLICATION TYPE

↓ Applications processed through the City Planning Department – *Check all that apply* ↓

- Design Review—Major (\$600)
- Design Review—Minor (\$300)
- Conditional Use Permit (\$750)
- Variance—Major (\$600)
- Variance—Minor (\$300)
- Annexation (\$500)
- Land Partition—Tentative (\$750)
- Subdivision—Tentative (\$1,500)
- Zone Change (\$1,500)
- Nonconforming Use Exception (\$175)
- Other → Please Describe: _____

APPLICANT INFORMATION

Please check primary contact person

TO BE COMPLETED IN INK

Landowner Name: _____ Daytime Phone: _____

Mailing Address: _____ E-Mail: _____

Applicant Name: _____ Daytime Phone: _____

Mailing Address: _____ E-Mail: _____

Agent (e.g. Architect, Engineer, Surveyor): _____

Mailing Address: _____ E-Mail: _____

City Business License No: _____ Daytime Phone: _____

SUBJECT SITE INFORMATION

Property Address: _____

Map & Tax Lot Number(s): _____

Subdivision, Lot & Block: _____

Current Zoning: _____ Total Size of Parcel(s): _____

Describe current uses, existing structures, other improvements and vegetation on the property: _____

Existing easements and/or deed restrictions—Purpose and Description: _____

Volume & Page Number: _____

(continued)

PROJECT INFORMATION

- Briefly describe the project & proposed use: _____

- Will any portion of the facility, once operational, be age restricted? Yes No

TRAFFIC STATEMENT

- Describe the amount of traffic the proposal will generate & its impact on local streets and traffic conditions:

ENVIRONMENTAL IMPACTS

- Describe any noise potentially generated by the proposed use (including during construction): _____

- Describe pollution emissions that will be generated by the proposed use: _____

- Describe the impact of the proposal on adjacent scenic views, historical resources or other environmental resources: _____

CONSTRUCTION IMPACTS

- If excavation or fill is planned, explain the purpose, location and amount of each: _____

- If tree removal is planned, explain the purpose of removal and the location and number of trees to be removed: _____

PLEASE NOTE

- If driveways are planned as part of your proposal, please note the type (residential or commercial), width and location of each on the site plan.
- If sidewalks are planned, show the width and location on the site plan.
- If water and sewer are planned, show the main lines and service lines on the site plan.
- If storm water is planned, show the main lines and service lines or on-site detention/retention on the site plan.



Consent to Annexation

City of Klamath Falls Development Services, 226 South 5th Street, Klamath Falls, OR 97601

File Number: _____

TO THE MAYOR AND COMMON COUNCIL OF THE CITY OF KLAMATH FALLS, OREGON:

We, the undersigned, do hereby allege and state that we are the owners of either the legal and/or equitable title to the real property described herein. We do hereby request that all the territory described herein be annexed to the city of Klamath Falls without an election being held within the territory to be annexed. We do hereby consent each for himself, that our property be annexed into the city of Klamath Falls, Oregon.

IN WITNESS WHEREOF, we have affixed our signatures on this ____ day of _____.

Name Printed

Signature

Name Printed

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Annexation Application

City of Klamath Falls Development Services, 226 South 5th Street, Klamath Falls, OR 97601

TO BE COMPLETED IN INK

This is an Annexation application supplement, required for all Annexation applications. **Please write a response (facts and findings) to each statement (criterion) explaining how your proposal meets that criterion.** Attach additional sheets if necessary.

REQUIRED FINDINGS

The Community Development Ordinance (Sections 13.105-13.140) and Oregon Statutes (Chapter 222) regulates Annexations. An Annexation may only be accepted if it is found to conform to the Comprehensive Plan. Please complete this form to explain how you think the requested Annexation will satisfy the following requirements.

1. Will the Annexation encroach upon agricultural lands? No Yes – Explain

2. Will the Annexation encroach upon forest lands? No Yes – Explain

3. Explain how the Annexation will help conserve open space and protect natural and scenic resources.

4. Will the Annexation adversely affect the quality of the community’s air, water and land resources? No Yes – Explain

5. Will the Annexation endanger life or property from natural disasters or hazards? No Yes – Explain

6. Explain how the Annexation will help satisfy the citizen's recreation needs.

7. Explain how the Annexation will diversify and improve the community's economy.

8. Explain how the annexation will help satisfy the community's housing needs.

9. Explain how the Annexation will create a timely, orderly and efficient arrangement of public facilities and services.

10. Explain how the Annexation will help provide a safe, convenient and economic transportation system.

11. Explain how the Annexation will aid in conserving energy.

12. Explain how the Annexation will promote an orderly and efficient transition from rural to urban land uses.
