



Permit Center
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Bellingham, WA 98225
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www.cob.org

TIDEMARK PROJECT/CASE # _____
DATE APPLICATION RCVD _____
ASSIGNED TO: _____

APPLICATION FOR ANNEXATION

(PLEASE PRINT CLEARLY OR TYPE)

(Prior to filing, the proposal should be discussed in detail with the Planning Division)

For Whatcom County residents seeking annexation to the City of Bellingham, the “60% Petition Method” is the most frequently used for annexing territory. The annexation process can be complex and lengthy, but generally follows the steps outlined below.

1. To submit an application for annexation, proponents are required to collect signatures on a “Notice of Intent to Annex” form that represents 10% of the assessed valuation of the acreage proposed for annexation.
2. The Planning and Community Development Division will then present the Notice of Intent to Annex to the Bellingham City Council. If the Bellingham City Council determines that it is in the City’s interest to dedicate staff time and resources to the proposal, then they will “initiate” the annexation process.
3. If the Bellingham City Council initiates the annexation proposal, then annexation proponents must use official petition forms to collect the signatures of owners of property that represents not less than 60% of the total assessed valuation of the acreage in the area requested for annexation.
4. If 60% of the assessed valuation is in favor of annexation, then the proposal is forwarded to the Boundary Review Board for a 45-day review period and the City-County Interlocal Agreement must be amended to reflect the annexation proposal.
5. If the Boundary Review Board issues approval of the annexation proposal, then the Bellingham City Council must grant final approval at a public hearing and the annexation must be certified by the State of Washington.

Applicant

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Contact Person (this is the single point of contact that should receive all notices, mailings, information)

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Address of Subject Property _____

Size of Annexation Area (in acres) _____

Assessed Valuation of Property _____

Tax Assessor's Parcel Number and Legal Description of Subject Property **(the parcel number is mandatory to begin processing of the application)** _____

General Description of Annexation Area _____

Township: _____ Range: _____ Section: _____

Land Use Classification (zoning code) of Subject Property _____

Adjacent Bellingham Neighborhood: _____

Shoreline Designation (if applicable): _____

Special Areas on or near site (please show areas on maps):

None	Wetland/Swamp/Bog	Steep Slopes/Draw/Gully/Ravine
Scenic Vistas	Historic	Flood Hazard Area

Creek or Stream (name): _____

Lake or Pond (name): _____

Other (Toxic, superfund, etc.) _____

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject area or am duly authorized by the owner(s) to act with respect to this application. Further, I grant permission from the owner(s) to any and all employees and representatives of the City of Bellingham and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City, which apply to this application.

SIGNATURE(S): _____ DATE: _____

SUBMITTAL REQUIREMENTS

Complete Application

Applications will not be scheduled for public hearing until they include the following items and are determined to be complete:

- Confirmation that the pre-application neighborhood meeting has been conducted. **The pre-application neighborhood meeting must be conducted before an application will be accepted as complete.**
- General annexation application.
- A "Notice of Intent" form requesting annexation to Bellingham, including justification **and**:
 - a. Signatures of property owners representing not less than 10% of the total assessed valuation of the acreage of the area proposed for annexation.
- Full legal description of the proposed annexation area.
- A map or series of maps showing **all** of the following:
 - a. General vicinity of proposed annexation in relation to the City of Bellingham.
 - b. The proposed boundaries of the annexation (must be highlighted in some manner).
 - c. The City of Bellingham limits.
 - d. The Urban Growth Boundary line.
 - e. Dominant physical features such as lakes, streams, and ravines.
 - f. All public roads near the annexation area.
- Mailing list of all adjacent property owners inside the proposed annexation area and within 500 feet of the exterior boundary line.
- Application fee (see separate fee scheduled).

NAMES AND MAILING ADDRESSES OF SURROUNDING PROPERTY OWNERS.

Following are the names and mailing addresses of all property owners within the proposed annexation area **and** owners having property within five hundred (500) feet from the exterior boundary of the annexation area. Said names are as recorded in the Whatcom County Assessor's Office and as appear in the authentic tax records of this County. (Attach extra pages if needed.)

PRINT CLEARLY OR TYPE

NAME OF CONTACT PERSON MAILING ADDRESS CITY/STATE ZIP CODE

NAME OF NEIGHBORHOOD REP/ASSNS MAILING ADDRESS CITY/STATE ZIP CODE

NAMES OF PROPERTY OWNERS MAILING ADDRESSES CITY/STATE ZIP CODE PARCEL NUMBER
LOT/BLOCK/PLAT

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I _____ being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 500 feet of the subject is complete and correct according to the records of the Whatcom Assessor's Office as of _____, 20 _____. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Signature _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public in and for the State of Washington
Printed Name: _____
Residing at _____

NOTICE OF INTENT TO ANNEX (10% Petition Method)

DECLARATION

- We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Bellingham, Washington, but contiguous thereto and designated as part of the Bellingham Urban Growth Area. A legal description and map of this area are attached to this notice.
- We, the undersigned, owning acreage in excess of **10%** of the total assessed valuation of the described area, do hereby declare our intention to circulate a petition for annexation to the City of Bellingham, Washington. It is acknowledged that this petition may consist of multiple documents filed independently.

Authorization

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto attached.

WARNING: Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Annexation Proposal Contact Person: _____ Phone Number: _____

Mailing Address: _____

Whatcom County Parcel Number	Assessed Valuation	Parcel Acreage	Printed Name of Property Owner	Physical Address of Property Owner	Signature of Property Owner	Date Signed

**Note: If additional space is needed, please obtain and use an additional petition form*

FOR PLANNING STAFF USE ONLY

TOTAL GEOGRAPHIC AREA OF PROPOSED ANNEXATION: _____ Acres

PERCENT OF TOTAL ASSESSED VALUATION BY SIGNATURE: _____ %