

CITY OF MILL CITY  
ANNEXATION TO THE CITY  
Application and Decision Making Procedures

Prior to filing an annexation application, you may wish to discuss your proposal with the city planner. Staff will be happy to arrange an appointment when you can discuss your ideas and decide whether or not you wish to file an application. Please call 897-2302 or stop in at Mill City City Hall (444 S 1<sup>st</sup> Avenue) during regular office hours, 9:00 a.m. to 5:00 p.m. Monday through Friday, to make an appointment.

**1. APPLICATION REQUIREMENTS AND BURDEN OF PROOF**

The application shall be completed in full prior to submittal for review and processing, and the applicant shall be responsible to provide supplementary documentation and information, including maps, technical reports (wetland studies, traffic studies, or others), as required to demonstrate compliance with the Mill City Comprehensive Plan and zoning and subdivision code criteria.

**2. APPLICATION FEES**

Submission of an application form, fully completed and with attachments, and payment of the application fee as outlined in the fee schedule is required before the review process will begin. The application and fee should be brought to City Hall during regular office hours (9:00 - 5:00 Monday - Friday).

**3. PROPERTY OWNER AUTHORIZATION**

The application shall be signed by the property owner or authorized representative. If the applicant is not the property owner, the application shall be accompanied by a notarized statement, signed by the property owner, certifying the authority of the applicant to represent the owner(s) of property involved in the application.

**4. REVIEW FOR COMPLETENESS**

Upon submission of the application, the city planner will review it for completeness. The city planner will determine, within 14 days from the date of submittal, if the applicant has provided all required information. If the application is incomplete, the city planner will notify the applicant of the items which need to be submitted.

**5. STAFF REPORT**

After the application is found to be complete, the city planner will prepare a staff report summarizing the application, decision criteria, whether the application complies with code requirements, agency referrals (responses from municipal service agencies concerning the advisability of the application), and staff recommendations. A copy of the staff report will be provided to the applicant prior to the public hearing process.

**6. PUBLIC HEARING BEFORE THE MILL CITY PLANNING COMMISSION**

A public hearing will be conducted before the Mill City Planning Commission as set forth in the Mill City Zoning Code. At the conclusion of the hearing, the planning commission will consider testimony from the public and evidence in the record and render a decision approving or denying the application for annexation.

**7. PUBLIC HEARING BEFORE THE MILL CITY CITY COUNCIL**

The city council will conduct a second public hearing. The notice period for this hearing shall comply with provisions of the Mill City Zoning Code. Staff reports, planning commission findings, and any new information will be presented to council for consideration. The purpose of the hearing is for the council to receive and consider further public testimony and the application and comments concerning the planning commission's recommendation. Generally the council will make a decision to approve or to deny the application at the conclusion of the hearing process, but may delay the decision for further information or action by the applicant.

8. **APPEALS**

Council actions may be appealed to the State Land Use Board of Appeals pursuant to ORS 197.805 through 197.855.

9. **FOR MORE INFORMATION**

Call or write to Mill City City Hall, 444 S 1<sup>st</sup> Avenue, Mill City, Oregon 97360. (503) 897-2302 (Office) or (503) 897-3499 (fax).

10. **CITY ACTION**

At the conclusion of the annexation hearing process, assuming approval by the planning commission and the council, the city will notify affected local, county, and state agencies of the annexation.

CITY OF MILL CITY  
ANNEXATION TO THE CITY  
Required Attachments

When an application and application fee for annexation to the city is submitted to Mill City City Hall, the following items must accompany the application:

1. Legal Description: Either a lot and block description or a metes and bounds description, marked Exhibit A.
2. Site Plan: One reproducible master and two copies of a map, to a scale of 1-inch/200 feet, showing the property on which the conditional use is proposed, surrounding properties, neighboring streets and roads, existing plan designation(s) and zoning district(s), and any proposed plan or zoning designation.
3. Vicinity Map: The vicinity map may be drawn on the same map as the site plan. All properties, streets, and natural features within 250 feet of the perimeter of the property for which annexation is proposed shall be shown on the vicinity map.
4. Narrative Statement: A narrative statement which fully explains the request and addresses the criteria for approval of the annexation.
5. Certified List of Property Owners: A certified list of all property owners within 250 feet of the property for which annexation is proposed, dated within 60 days of the date on which the application is filed, must be submitted.
6. Property Owner Authorization: If the applicant is not the owner of the property, the application must be accompanied by a notarized statement certifying that the applicant has the authorization of the owner(s) to file the application.

CITY OF MILL CITY  
APPLICATION FOR ANNEXATION TO THE CITY

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: Work (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

1. WE, the following (Please print or type full name, address, city, state, and zip code),

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

being owners of record, contract purchasers, or authorized agent of owners of the subject property respectfully petition the Mill City Planning Commission for permission to annex the following property:

Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach signature list for all other owners of the property.

Engineering / Legal Deposit \$ \_\_\_\_\_

I understand that the application fee or deposit paid for this land use proceeding is in accordance with the current City of Mill City Land Use Fees Resolution. If the City incurs additional costs for engineering, legal, planning consultation, inspection fees or other direct costs related to this proposal, which are beyond the initial filing fee or deposit, then the city may require an additional deposit or fee to cover costs incurred. The additional fee shall be payable to the City upon receipt of a bill showing the documented City costs. If the property owner or applicant does not pay the additional fees which are invoiced, the City may withhold issuance of building permits, certificates of occupancy, utility service connections or subdivision/partition plats until the fees are paid. I agree to reimburse the City for the additional costs the City of Mill City may incur in reviewing and processing this application.

SIGNATURE OF AUTHORIZED APPLICANT:

Property Owner or Authorized Agent

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signature of Applicant

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signature of Applicant

2. LOCATION: Identify the exact location of the property (street address or, if not addressed, the Marion or Linn County Assessor's tax lot number, and the closest intersecting streets):

Street Address: \_\_\_\_\_

Assessor's Tax Lot Number(s): \_\_\_\_\_ Property Locator Number: \_\_\_\_\_

Closest Intersecting Streets: \_\_\_\_\_

3. LEGAL DESCRIPTION (as it appears on the deed):

Lot No.: \_\_\_\_\_ Block No.: \_\_\_\_\_ Subdivision: \_\_\_\_\_

4. County Zoning: \_\_\_\_\_ Comprehensive Plan Designation: \_\_\_\_\_

5. Proposed Zoning: \_\_\_\_\_ Proposed Comprehensive Plan Designation: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

CITY OF MILL CITY  
APPLICATION FOR ANNEXATION TO THE CITY

PROPERTY OWNERS' CONCURRENCE

List below (please print) the names and mailing addresses of all owners of property affected by this annexation application. Each property owner must indicate his concurrence with this application by his written signature to the right of the address line (if necessary, attach extra pages):

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

Owner's name                      Address    City   State   Zip    Signature

An annexation is an expansion of the city limits through the addition of territory to the jurisdictional boundaries of the city. An application for annexation also includes an application for "contract annexation," in which land will be added to the city limits under a legal contract between the property owners and the City of Mill City.

In conjunction with the annexation, the application must specify the comprehensive plan designation which is desired for the property. If the applicant proposes a different plan designation than that indicated in the plan, a comprehensive plan amendment application must also be submitted. The applications will be considered concurrently.

Please provide the following information in full. This application will not be accepted unless all required information is provided.

1. **COMPREHENSIVE PLAN CONFORMANCE:** How is the proposed annexation consistent with the existing goals and policies of the Mill City Comprehensive Plan?

2. **NEED:** Identify and explain the demonstrated need in the community for the proposed annexation. Explain the result of the annexation.

3. Is the property proposed for annexation contiguous to the city limits?  Yes.  No.

4. **Public Services**

a. List public services currently available to the site:

Water Supply: \_\_\_\_\_-inch line available in \_\_\_\_\_ Street.

Sanitary Sewer: \_\_\_\_\_-inch line available in \_\_\_\_\_ Street.

Storm Sewer: \_\_\_\_\_-inch line available in \_\_\_\_\_ Street.

Natural Gas: \_\_\_\_\_-inch line available in \_\_\_\_\_ Street.

Telephone: \_\_\_\_\_ is \_\_\_\_\_ is not available in \_\_\_\_\_ Street.

Cable TV: \_\_\_\_\_ is \_\_\_\_\_ is not available in \_\_\_\_\_ Street.

Electrical: \_\_\_\_\_ is \_\_\_\_\_ is not available in \_\_\_\_\_ Street.

b. Does the city's capital improvement plans show that service can be provided to the site? Describe.

c. Does the applicant intend to extend public services to the site within a reasonable period of time or in accordance with a contract annexation agreement with the City of Mill City?  Yes.  No. If "yes," explain, including timeline, or attach a proposal.

d. What effect will the development have on the city's ability to provide public services to the general area of the development. Must the city expand or oversize or extend services to meet the demands created by the annexation of this property?  Yes.  No. Explain.

5. How will the developments proposed for the property to be annexed be compatible with the character of the surrounding area?

6. Will the annexation comply with the urban growth policies of the City of Mill City?  Yes.  No. Explain.

7. COMPLIANCE WITH STATE AND LOCAL LAW: Does the proposed annexation comply with applicable statewide planning goals and administrative rule requirements and/or any other state laws?  Yes.  No.

8. Does the annexation require any of the following items?

- |  |  |
|--|--|
| a. A comprehensive plan amendment?         | <input type="checkbox"/> Yes. <input type="checkbox"/> No. |
| b. Creation of a new land use designation? | <input type="checkbox"/> Yes. <input type="checkbox"/> No. |
| c. Addition of any new plan policies?      | <input type="checkbox"/> Yes. <input type="checkbox"/> No. |
| d. Addition of any new plan elements?      | <input type="checkbox"/> Yes. <input type="checkbox"/> No. |
| e. Any zone changes?                       | <input type="checkbox"/> Yes. <input type="checkbox"/> No. |

Attach an explanatory statement for each of the items above for which the answer is "yes."

9. FLOOD HAZARDS: Is the property located in a flood plain?  Yes.  No. Is the property located adjacent to a waterway?  Yes.  No.

If the answer to either of the above questions is "yes," how will the proposed annexation comply with all standards for riparian setbacks or flood hazard protection?

10. HISTORIC SITES OR STRUCTURES: Do any historic sites or structures listed in the City of Mill City Comprehensive Plan or in the Historical Landmarks Inventory exist on the property?  Yes.  No.

Name of Landmark: \_\_\_\_\_

If "yes," how will the proposed annexation comply with all historic preservation standards?

11. WETLANDS: Are there any wetlands on the site?  Yes.  No.

If "yes," are any of those wetlands identified in the Mill City Comprehensive Plan and how will the proposed annexation and subsequent development comply with all wetland development requirements?

12. NATURAL RESOURCES: Identify any natural resources on the property and describe the impact the proposed annexation and subsequent development may have on these resources. Will any steps be taken to protect these natural resources?  Yes.  No. Describe.

13. CONSULTANTS: Please list below planning and engineering consultants.

PLANNING

ENGINEERING

Name \_\_\_\_\_

Name \_\_\_\_\_

Firm \_\_\_\_\_

Firm \_\_\_\_\_

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work Phone

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Work Phone

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax