



**Scappoose Planning Department**  
33568 E. Columbia Ave. Scappoose, OR 97056  
Phone: 503-543-7184 Fax: 503-543-7182  
[www.scappoose.gov](http://www.scappoose.gov)

## ANNEXATION APPLICATION

**NOTICE TO APPLICANT:** On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable code section prior to submitting an application. Applicants are also advised to schedule a pre-application meeting with staff prior to submitting final application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS. REFER TO SUBMITTAL CHECKLIST PAGE.**

### TRACKING INFORMATION (For Office Use Only)

Application Submittal Includes:

☐ 2 Hard Copies Required (Initial Submittal)

☐ Electronic Submittal

☐ Fee

☐ 7 Hard Copies Required (Final Submittal, once deemed complete by City Planner)

Date Submitted with payment: \_\_\_\_\_

Receipt #: \_\_\_\_\_

File # \_\_\_\_\_ Hearing Date \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

Frontage Street or Address \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Current County Zoning \_\_\_\_\_ City Comprehensive Plan Designation \_\_\_\_\_

Site Size \_\_\_\_\_ ☐ acres ☐ sq. ft. Dimensions \_\_\_\_\_

**REASON FOR REQUEST** (If for utility connection, cite which utility.) \_\_\_\_\_

**OWNERSHIP AND APPLICANT INFORMATION** (Property owner signature must be a wet-ink signature. If the property is under-going a change of ownership, proof of purchase or purchase contract must be provided if property owner of record is not the signing party.)

**Property Owner(s):** Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Does the owner of this site also own any adjacent property? ☐ Yes ☐ No (If yes, please list tax map and tax lots)

Property Owner(s) Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

(If more than one property owner, please attach additional sheet with names and signatures.)

**Applicant:** Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's interest in property \_\_\_\_\_

## DETAILED SITE INFORMATION

Are any of the following present on site? If so, please specify the number of acres and/or percentage of site affected.

Floodplain \_\_\_\_\_ Wetlands \_\_\_\_\_ Significant Natural Resources \_\_\_\_\_

Cultural Resources \_\_\_\_\_ Airport Noise Contours \_\_\_\_\_ Slopes greater than 15% \_\_\_\_\_

Water Provider: ☐ City of Scappoose ☐ Well

Does the site have access to a City street? ☐ Yes ☐ No (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Does the site have access to County road(s)? ☐ Yes ☐ No (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Are there existing structures on the site? ☐ Yes ☐ No (If Yes, briefly explain future status of structures.) \_\_\_\_\_

**STRUCTURES:** Are any of the following structures present on the site? (If so, please specify the number of each type of building, and if any of the buildings are in the 100-year floodplain, please write FLOODPLAIN)

☐ Single Family Residence(s) #: \_\_\_\_\_

☐ Accessory Building(s) #: \_\_\_\_\_

☐ Barn or Other Agricultural Building(s) #: \_\_\_\_\_

☐ Commercial Building(s): \_\_\_\_\_

☐ Industrial Building(s) #: \_\_\_\_\_

☐ Other \_\_\_\_\_

☐ None

**BUSINESSES:** Is any business being operated on the property to be annexed?

☐ Yes ☐ No (If Yes, describe) \_\_\_\_\_  
\_\_\_\_\_

## COMPLETENESS CHECK (For Office Use Only)

Received by \_\_\_\_\_ Date \_\_\_\_\_

Accepted as complete by \_\_\_\_\_ Date \_\_\_\_\_

Additional reviews pending? ☐ Yes ☐ No If yes, File # \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee(s) Paid \_\_\_\_\_

## **APPROVAL CRITERIA AND REQUIREMENTS (ANNEXATION)**

The approval criteria and requirements for an **Annexation** application are listed in Chapter 17.136 of the Scappoose Development Code (SDC) as follows:

**17.136.010 Purpose.** The purpose of this chapter is to enact policies relating to annexation and petitions for annexation of property to the city, to determine the process and criteria by which annexations will be reviewed and approved, to provide for city review of all annexation requests for a determination of the availability of facilities and services as related to the proposal, and maximize citizen involvement in the annexation review process.

**17.136.020 Policy.** Annexations shall be considered on a case-by-case basis, taking into account the goals and policies of the Scappoose Comprehensive Plan, long range cost and benefits of annexation, statewide planning goals, this title and other ordinances of the city and the policies and regulations of affected agencies' jurisdictions and special districts.

A. It is the city's policy to encourage and support annexation where:

1. The annexation complies with the provisions of the Scappoose Comprehensive Plan;
2. The annexation would provide a logical service area, straighten boundaries, eliminate or preclude any unincorporated property, and contribute to a clear identification of the city;
3. The annexation would benefit the city with addition to its revenues of an amount that would be at least equal to the cost of providing services to the area;
4. The annexation would be clearly to the city's advantage in controlling the growth and development plan for the area;

B. It is the city's policy to discourage and deny annexation where:

1. The annexation is inconsistent with the provisions of the Scappoose Comprehensive Plan;
2. The annexation would cause an unreasonable disruption or distortion of the current city boundary or service area;
3. The annexation would severely decrease the ability of the city to provide services to an area either inside or outside of the city;
4. Full urban services could not be made available within a reasonable time.

**17.136.030 Administration and Approval Process.**

A. The approval process for annexations to the city shall be as provided in ORS 222.

B. The application for an annexation required by this chapter shall be filed with the city, including required fees, on forms provided by the city. Upon receipt of completed request for annexation, the planner shall prepare a staff report and recommendation describing compliance with the policies and criteria required by this and other relevant ordinances. The planning commission shall hold a public hearing in accordance of Chapter 17.162 and shall make a recommendation to the city council. The city council shall hold a public hearing in accordance with the provisions of Chapter 17.162. Following the public hearing, the council shall make a final decision on the annexation request. The final action on a purposed annexation may be approval, approval with modification, or denial.

C. the city council's decision is the last discretionary decision in the process. If an election is required, certifying the election after votes are counted is not a discretionary decision. The annexation ordinance shall be effective on the date the election is certified.

D. When an election is required by ORS 222, annexations approved by the council shall be placed on the ballot at the next available primary or general election, whichever occurs first, unless the applicant submitted a request for a special election. Special elections shall occur not less than ninety days from the time of council approval.

E. At the time of the request, applicants submitting a written request for a special election shall be required to pay a deposit equivalent to the cost of the election estimated by the county election clerk. Deposit amounts in excess of actual election costs will be refunded, and deficiencies in deposits must be paid by the applicant within thirty days of the election and prior to issuance of any further permits or approvals.

#### **17.136.040 Approval Standards.**

A. The decision to approve, approve with modification or deny, shall be based on the following criteria:

1. All services and facilities are available to the area and have sufficient capacity to provide service for the proposed annexation area;
2. The impact on public services which include but are not limited to police and fire protection, schools, and public transport to the extent that they shall not be unduly compromised;
3. The need for housing, employment opportunities and livability in the city and surrounding areas;
4. The location of the site in relation to efficient provision of public facilities, services, transportation, energy conservation, urbanization and social impacts.

#### **17.136.050 Application Submission Requirements.**

A. All applications shall be made on forms provided by the planner and shall be accompanied by:

1. Copies of the annexation area, conceptual development plan(s) and necessary data or narrative (number to be determined at the pre application conference), which explains how the annexation conforms to the standards,
  - a. Sheet size for an annexation area, conceptual development plan and required drawing shall not exceed eighteen inches by twenty-four inches, and
  - b. The scale of the required drawings shall be an engineering scale.
2. A list of the names and addresses of all who are property owners of record and whose property is within three hundred feet of the site;

B. The required information may be combined and does not have to be placed on separate maps.

C. The annexation area plan, data and narrative shall include the following:

1. A map to an engineering scale of the area to be annexed which includes the surrounding area;
2. A map of the area to be annexed including adjacent city territory as shown on the Columbia County assessor map;
3. A legal description of the annexation area, including a map;
4. A statement of availability, capacity and status of existing water, sewer, drainage, transportation, park, police and fire services and school facilities;
5. A statement of the increased demand for such facilities to be generated by any proposed development within the annexation area; and
6. A conceptual development plan which includes:
  - a. The type of intensities (density) of the proposed land use,
  - b. Transportation corridors,
  - c. Significant natural features, and
  - d. Adjoining land use.

**17.136.070 Zoning Upon Annexation.** Upon annexation, the area annexed shall be automatically zoned to the corresponding land use zoning classification as shown in the table below. The zoning designation shown on the table below is the city's zoning district which most closely implements the city's Comprehensive Plan map designation.

**Comprehensive Plan Designation**

SR, Suburban Residential

GR, General Residential

MH, Manufactured Home

C, Commercial

I, Industrial

AE, Airport Employment

**Zoning Classification**

R-1, Low Density Residential

R-4, Moderate Density Residential

MH, Manufactured Home Residential

EC, Expanded Commercial

LI, Light Industrial

PUA, Public Use Airport

**17.136.080 Annexation of Non-Conforming Uses.** When a nonconforming use (including a billboard) is annexed into the city, the applicant shall provide a schedule for the removal of the nonconforming use for the planning commission and city council. At the time of the annexation, the city council may add conditions to ensure the removal of the nonconforming use during a reasonable time period. The time period may vary from one year to ten years at the discretion of the city council.

**Conditions of Approval.** Pursuant to Chapter 17.162.140, the Approval Authority may impose conditions on the approval of an annexation application to ensure compliance with the approval criteria.

**Appeal of a Decision.** A final decision on an annexation application may be appealed to the Land Use Board of Appeals.

**Expiration of a Decision.** A final decision on an annexation application does not expire.

**Extension of a Decision.** Because a final decision on an annexation application does not expire, the decision is not subject to extension.

## SUBMITTAL REQUIREMENTS CHECK LIST (ANNEXATION)

### Pre-Submittal Requirements:

- ☐ Applicants are required to schedule a pre-application meeting with Planning staff to discuss application prior to submittal of land use application. **Incomplete applications will not be accepted. No loose pages will be accepted, all documents must be bound with page numbers.**

### Application Submittal Requirements:

The following is a summary of the application submittal requirements that must be received by the City. File order and details of each submittal item are shown on the following pages. Application materials must follow the specified order and the appropriate electronic file naming standards shown on the following pages to ensure a complete application. **Incomplete applications will not be accepted. No loose pages will be accepted, all documents must be bound with page numbers.**

- ☐ **Completed, Signed Application Form:** Original, signed Annexation Application form. This information must be reproduced so please write clearly using black/dark blue ink or type.
- ☐ **The Annexation Area Plan, Data and Narrative:** Please see Chapter 17.136.050 of the Scappoose Development Code for information regarding requirements. At the pre-application conference the planner will provide the applicable sections of the Development Code and Comprehensive Plan that must be addressed in a narrative when submitting for annexation.
- ☐ **A legal description of the annexation area** in conformance with ORS 308.225.
- ☐ **Original, signed Petition for Annexation form (page 7):** The attached petition must be signed by all property owners listed on the Columbia County tax rolls and by at least 50 percent of the registered voters residing on the property (including renters) in order to initiate the annexation process.
- ☐ **Original, signed confidential census information form (page 8):** This information is required by the Portland State University Center for Population Research and Census.
- ☐ **Fee:** The appropriate filing fees. **PLEASE MAKE CHECK PAYABLE TO THE CITY OF SCAPPOOSE.** Please consult the fee schedule for current fees. To pay with card, use City's website.



## PETITION FOR ANNEXATION TO THE CITY OF SCAPPOOSE, OREGON

**TO:** The Council of the City of Scappoose, Oregon

We, the undersigned property owners of and/or registered voters in the area described below, hereby petition for, and give our consent to, annexation of the area to the City of Scappoose.

| SIGNATURE | PRINTED NAME | I AM A:* |    |    | ADDRESS | TAX MAP | TAX LOT | PRECINCT NO. | DATE |
|-----------|--------------|----------|----|----|---------|---------|---------|--------------|------|
|           |              | PO       | RV | OV |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |
|           |              |          |    |    |         |         |         |              |      |

\*PO = PROPERTY OWNER

RV = REGISTER VOTER

OV = OWNER VOTER

**CONFIDENTIAL**  
**CENSUS INFORMATION**

**ADDRESS:** \_\_\_\_\_

**HOUSING TYPE**

- ☐ Single Unit Structure
- ☐ Multiple Unit Structure
- ☐ Trailer or Mobile Home
- ☐ Seasonal

**TENURE**

- ☐ Owner Occupied
- ☐ Renter Occupied
- ☐ Vacant

**RESIDENTS**

|            | Last Name | First Name | Sex   | Age   |
|------------|-----------|------------|-------|-------|
| Respondent | _____     | _____      | _____ | _____ |
| 2.         | _____     | _____      | _____ | _____ |
| 3.         | _____     | _____      | _____ | _____ |
| 4.         | _____     | _____      | _____ | _____ |
| 5.         | _____     | _____      | _____ | _____ |
| 6.         | _____     | _____      | _____ | _____ |
| 7.         | _____     | _____      | _____ | _____ |
| 8.         | _____     | _____      | _____ | _____ |
| 9.         | _____     | _____      | _____ | _____ |
| 10.        | _____     | _____      | _____ | _____ |