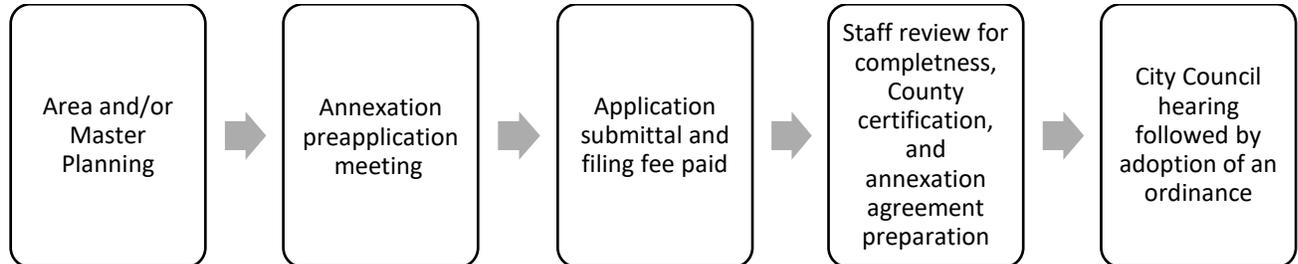




ANNEXATION APPLICATION INSTRUCTIONS

Please read all instructions before filing an application with the City of Bend. The chart that follows generally summarizes the process.



The following steps are necessary to complete an annexation application:

STEP 1: AREA AND/OR MASTER PLAN APPLICATION

Expansion Areas in BDC Figure 4.9.300 require Area and/or Master Plan approval prior to or concurrently with annexation, unless exempted in BDC 4.9.300(B)(1). Development in Expansion Areas must comply with the applicable Bend Comprehensive Plan Specific Expansion Area Policies in BDC Table 4.9.300.

STEP 2: PREAPPLICATION MEETING

A preapplication meeting may be required prior to the submittal of an annexation application. Complete the [Preapplication Application](#).

STEP 3: ANNEXATION APPLICATION AND FEES

Complete the [Annexation Application](#). When you are ready to submit, attach the completed application to your email and e-mail it to bendplanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload the following completed materials to the City's ePlans electronic permitting system. All plans must be submitted electronically.

A. City of Bend Petition for Annexation (Form 1) with either:

- i. Signatures of a majority of the electors registered in the contiguous territory proposed to be annexed and the owners¹ of more than half of the land in that territory (Double Majority); or

¹ To give consent for a particular piece of property, persons who legally own an interest in the property or who are purchasers of property on a contract sale that is recorded with the county must sign the petition. Generally, this means that both husband and wife must sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the petition. In the case of a trust, the documentation showing who may make decisions for the trust is required. If there is a multiple ownership in a property each consenting owner will be counted as a fraction to the same extent as the interest of the owner in the land bears in relation to the interest of the other owners and the same fraction will be applied to the property's land mass and assessed value for purposes of the consent petition. [ORS 222.120(7)].

- ii. Signatures of more than half the owners of land in the contiguous territory proposed to be annexed, who also own more than half the land in the contiguous territory and of real property therein representing more than half the assessed value of all real property in the contiguous territory (Triple Majority).
 - iii. Signatures of all of the owners of land in the contiguous territory proposed to be annexed and not less than 50% of the electors, if any, residing in the territory (Super Majority);
 - B.** Waiver of one year time limit for annexations pursuant to ORS 222.173 (Form 2). The waiver should be signed by each owner within the proposed annexation area.
 - C.** Annexation Questionnaire, one per property (Form 3).
 - D.** Annexation Worksheet to help verify that all requirements are met.
 - E.** A legal description of the territory, including rights-of-way to be annexed, consisting of a series of courses in which the first course shall start at a point of beginning. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove a legal description. A professionally stamped legal description does not ensure Department of Revenue approval.
 - F.** A tax map(s) showing the territory including abutting right-of-way to be annexed and properties within 300 feet of the territory. On all submitted maps the annexation area must be outlined in redline with survey courses and bearings labeled for cross-reference with the metes and bounds legal description. Please be aware that annexation redline closures must avoid creating gaps or overlaps, and may not necessarily correspond with the property legal description.
 - G.** A narrative which addresses the approval criteria in BDC 4.9.600 and the requirements of BDC 4.9.300(B).
 - H.** A letter or other written documentation from the Bend Park and Recreation District which indicates that the applicant has met with the District to discuss the proposed annexation, and provided the District an opportunity to review the annexation area for options to enhance existing parks and trails, and develop new parks and trails.
 - I.** A signed Bend Park and Recreation District Annexation Agreement, unless the property(s) to be annexed is already located within the Bend Park and Recreation District.
 - J.** A letter or other written documentation from the Bend-La Pine School District which indicates that the applicant has met with the District to discuss the proposed annexation and provided the District an opportunity to review and comment on the proposed annexation.
 - K.** Territories with irrigation district water rights or other irrigation district facilities must include the following:
 - i. A map of all appurtenant water rights.
-

- ii. A surveyed map of any district facility (e.g., canal, head gate, and crossing) that clearly identifies easements, right-of-ways, access roads, etc. for any conveyance facilities that may remain that are either irrigation district owned or privately owned on the property upon annexation.
 - iii. A signed statement by the applicant, including any letters or other written documentation provided by the irrigation district, confirming that the applicant has met with the irrigation district to discuss the proposed annexation and the extent to which any issues identified in BDC 4.9.600(A)(6) have been resolved or if they have not yet been resolved, setting forth a plan with a timeline to resolve any issues.
- L. If the City has not yet amended its public facilities and transportation plans for the affected expansion area, inclusion of an applicant initiated amendment to the relevant plan(s) or other evidence that the necessary infrastructure planning under statewide planning Goals 11 and 12 will take place prior to or concurrently with annexation.

Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the eplans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

STEP 4. DEVELOPMENT REVIEW

Submitted materials will be checked for compliance with Bend Development Code Chapter 4.9, Annexations. Form 1 will be submitted to the Deschutes County Clerk for certification to ensure the necessary signatures have been obtained. Incomplete applications will not be scheduled for a City Council hearing until all required materials have been submitted.

STEP 5: PREPARATION OF AN ANNEXATION AGREEMENT

An annexation agreement between the City and owners of land requesting annexation will be prepared that states the terms, conditions and obligations of the parties to extend public facilities and public services and mitigate public facility and public service impacts to the City associated with the annexation and future development of the property. The agreement may be used to ensure annexation is consistent with the Bend Comprehensive Plan, Area Plans and/or Master Plans.

STEP 6: PUBLIC HEARING

The City Council will hold a public hearing and may approve, or approve with conditions, the proposed annexation if all of the criteria in BDC 4.9.600 are met.

STEP 7: EFFECTIVE DATES

Following the filing of the annexation with the Secretary of State, the effective date of the annexation will be upon the **later of either** (see note below):

- A. The 30th day following the date of adoption of the ordinance, or
- B. The date of filing of the annexation records with the Secretary of State.



COMMUNITY DEVELOPMENT

ANNEXATION APPLICATION

Contact Information

Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

ePlans Submitter: _____ Phone: _____

Address: _____ Email: _____

Property Information

Site Address: _____ Tax map & lot number: _____

Comprehensive Plan Designation: _____ Zoning District: _____

Total Land Area: _____ Present Use: _____

Proposal

Request (*please be specific*): _____

To the best of my knowledge, all statements and information contained in this application and attached exhibits are true and correct. I authorize City of Bend staff and/or Hearings Body to enter the property for inspection of the site in conjunction with this land use application.

Property Owner: _____ Date: _____

SUBMITTAL REQUIREMENTS

All plans must be submitted electronically. Please complete this application, save it to your computer, and e-mail it to BendPlanning@bendoregon.gov. Once the application is received by the City and entered into our system, you will receive emailed instructions on how to upload your application materials to the City's ePlans electronic permitting system. Application fees may be paid in person or mailed to the City of Bend Permit Center, 710 NW Wall Street, Bend, OR 97703. Credit card payments may also be made by phone after you receive the ePlans upload request. Call (541) 388-5580 and select option #3 for the Planning Division to pay with a credit card.

BEND DEVELOPMENT CODE SUBMITTAL REQUIREMENTS FOR ANNEXATIONS

PLEASE SEE THE ANNEXATION APPLICATION INSTRUCTIONS

- All annexation applications must submit the information required under [BDC 4.9.500](#).
- City of Bend Petition for Annexation (Form 1)
- Waiver of One Year Time Limit For Annexation Pursuant To ORS 222.173, one per property (Form 2)
- Annexation Questionnaire, one per property (Form 3)
- Annexation Worksheet

BEND DEVELOPMENT CODE CRITERIA FOR ANNEXATIONS

Approval criteria for annexations can be found under [BDC 4.9.600](#).



**FORM 2
WAIVER OF ONE YEAR TIME LIMIT
FOR ANNEXATION PURSUANT TO ORS 222.173**

This waiver of the time limit is for the following described property:

Map and Tax Lot Number _____

Street Address of Property (if address has been assigned) _____

ONE WAIVER OF TIME LIMIT FOR EACH PROPERTY

We, the owner(s) of the property described above and/or elector(s) residing on said property understand the annexation process can take more than one year. Therefore, we agree to waive the one-year time limitation on this petition to annex established by ORS 222.173, and further agree that this contract shall be effective [] indefinitely or [] until _____.
Date

Signatures of Legal Owners

Print Name	Signature	Date Signed



FORM 3 ANNEXATION QUESTIONNAIRE

It is the applicant's responsibility to obtain the information requested below. The information is used by the Center for Population Research and Census (CPRC) at Portland State University to update the estimate of the population for the City of Bend after annexations.

The information collected is confidential and is used for no other purpose. Please obtain the information prior to submitting the annexation application and petition. It is your responsibility to update this information if changes are made between the original application filing and the effective date of the application.

Fill out one sheet per housing unit that is being annexed.

Address: _____

Housing type:

- Single Unit Structure
- Multiple Unit Structure
- Manufactured Dwelling (Trailer, Mobile Home or Manufactured Home)

- Group Quarters Facility

Tenure:

- Owner occupied
- Renter occupied
- Vacant
- Seasonal

Resident Information:

LAST NAME	FIRST NAME

For Group Quarters, enter the name of the facility only.



ANNEXATION WORKSHEET

Fill out the worksheet to help verify that all requirements are met. Please list all properties/registered voters included in the proposal. If needed, use separate sheets for additional listings.

Property Information (All methods of Annexation)

PROPERTY DESIGNATION (Tax Lot Numbers)	Name of Property Owner	Total Acres	Assessed Value of the Property	Signed Petition	
				Yes	No
Totals:					

Registered Voters (Double Majority Method Only)

Address of Registered Voter	Name of Registered Voter	Signed Petition	
		Yes	No
Totals:			

Summary

Total number of registered voters in the proposal: _____

Number of registered voters who signed petition: _____

Percentage of registered voters who signed petition: _____

Total acreage in the proposal: _____

Percentage of acreage signed for: _____

Acreage Signed For: _____