



150 East Main Street, Hillsboro, OR 97123
4th Floor • 503/681-6153
FAX 503/681-6245
www.ci.hillsboro.or.us

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 indicated on each land use application form prior to submitting an application. **INCOMPLETE APPLICATIONS WILL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL THE PLANNING DEPARTMENT RECEIVES ALL REQUIRED SUBMITTAL MATERIALS.** A list of meeting dates and deadlines is available upon request.

TRACKING INFORMATION (For Office Use Only)

File# _____ Planner: _____ 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 or sq. ft. Dimensions _____

REASON FOR REQUEST (If for utility connection, cite which utility.) _____

OWNERSHIP AND APPLICANT INFORMATION

Property Owner(s) _____

Mailing Address/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 _____ Date: _____

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

Applicant _____

Mailing Address/State/Zip _____

Phone # _____ Fax # _____ Email Address _____

Applicant's Signature _____ Date: _____

Applicant's interest in property _____

CONTINUED ON PAGE 2

ANNEXATION APPLICATION (CONTINUED)

DETAILED SITE INFORMATION

Is the property within the Clean Water Services (CWS) District? Yes No If No, when was request for annexation into the District filed? _____

Is the property within the Metropolitan Service (METRO) District? Yes No If No, when was request for annexation into the District filed? _____

Is the property within the Tualatin Valley Water District? Yes No

SERVICE PROVIDERS: Please indicate which of the following services are currently provided to the property to be annexed.

WATER: City of Hillsboro Tualatin Valley Water Dist Well Other: _____

SANITARY SEWER: City of Hillsboro Septic Other: _____

FIRE PROTECTION: Tualatin Valley Fire and Rescue Other: _____

PARKS: Tualatin Hills Parks & Recreation District Other: _____

STRUCTURES: Are any of the following structures present on the site? (If so, please specify number)

Single Family Residence(s) #: _____ Accessory Building(s) #: _____

Barn or Other Agricultural Building(s) #: _____ Commercial Building(s) #: _____

Industrial Building(s) #: _____ Other _____

None

LIVESTOCK: Please list the type and number of livestock present on the property to be annexed: (i.e. horses, cattle, sheep, goats, chickens, etc. Do not list domestic pets such as dogs and cats.) _____

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

Yes No (If Yes, describe) _____

Has the business been approved by Washington County? Yes No If Yes, please list County File No.: _____

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 SUBMITTAL REQUIREMENTS (ANNEXATION)

APPROVAL CRITERIA

The property to be annexed must be adjacent to the City of Hillsboro City Limits and within the Urban Growth Boundary.

SUBMITTAL REQUIREMENTS

The following items must be completed upon submittal of an annexation application. If you need assistance with completing the forms, please contact the Planning Department at (503) 681-6153.

- Original, signed Annexation Application form. This information must be reproduced so please write clearly using black/dark blue ink or type.
- Original, signed Petition for Annexation form (page 4). The attached petition must be signed by all property owners listed on the Washington 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 5). This information is required by the Portland State University Center for Population Research and Census.
- The appropriate filing fees. **PLEASE MAKE OUT TWO SEPARATE CHECKS; ONE PAYABLE TO THE CITY OF HILLSBORO AND ONE PAYABLE TO METRO.** Please consult the fee schedule for current fees.

RECOMMENDATIONS

- It is recommended that the applicant contact individual City Departments and Agencies to inquire about additional one-time and/or ongoing fees related to annexation or ongoing services provided to properties once within City limits.
 - Hillsboro Engineering/ Public Works Department (503) 681-6146
 - Hillsboro Building Department (503) 681-6144
 - Hillsboro Water Department (503) 615-6700
 - Hillsboro Utility Billing (503) 681-6163
 - Clean Water Services (503) 681-3600
 - Washington County (503) 846-3873
 - Metro Service District, Planning (503) 797-1750
- Upon completion of annexation, it is recommended that the applicant consult with their home insurance provider to notify them of change of service districts and inquire about change in rates if applicable.

FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6153
Fax: (503) 681-6245
E-mail: planning_dept@ci.hillsboro.or.us
Website: www.ci.hillsboro.or.us



PETITION FOR ANNEXATION TO THE CITY OF HILLSBORO, OREGON

TO: The Council of the City of Hillsboro, 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 Hillsboro.

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

TENURE

- Owner Occupied
- Renter Occupied
- Vacant
- Seasonal

RESIDENTS

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

Portland State University College of Urban and Public Affairs Center for Population Research and Census (503) 725-3922