



ANNEXATIONS

PURPOSE: Annexations are necessary to bring property that is currently located within the City Urban Growth Area into the municipal boundaries of the City of Mount Vernon.

EARLY CONSULTATION: Prior to submitting an application, the Applicant shall apply for a Pre-application meeting through the Community & Economic Development Department (CEDD) to discuss the proposed annexation. The CEDD will provide assistance and detailed information on the City's land use permitting requirements and standards. Pre-application meetings are held every Tuesday morning and include representatives from all reviewing City departments to provide comments and direction to the Applicant. Applicants may take this opportunity to request a waiver of submittal requirements as outlined in this form and on the Land Use Submittal Form.

In addition to the pre-application meeting, staff is always available to answer questions and meet with an applicant to go over a proposed project. Waivers of requirements may also be requested, or suggested at any time once staff has had an opportunity to review the scope of the proposed project. Please contact the CEDD permit technicians for additional information on the Pre-application meeting. This meeting is available at no charge to the applicant.

COMPLETE APPLICATION REQUIRED: The City will not accept an application that does not have all of the required items listed below. To accept your application, each of the numbered items must be submitted at the *same time*. However, if you have received a prior written waiver of a submittal item(s), please provide the signed waiver form in lieu of any submittal item not provided.

APPLICATION REVIEW: Applicants are required to bring one copy of the application package for informal review by a staff planner prior to formal application and fee payment to ensure the application is complete. This should be done prior to making the requested number of copies. Please call the CEDD to arrange a convenient time.

APPLICATION MATERIALS FOR 10% PETITION FOR ANNEXATION:

Check when Received:	Submittal Item:	Number of Copies:	Item Waived:
<input type="checkbox"/>	<p>10% Notice of Intent to Annex</p> <p>A petition form, supplied by the City, containing the signatures of property owners as identified in Skagit County Assessor’s records as taxpayers of record for properties representing at least ten percent (10%) of the assessed valuation for the areas proposed for annexation. Information requested on the form includes the signatures of all identified taxpayers of record, the date of signing, a mailing address, and property identification number of each parcel. Petitions must conform to RCW 35A.01.040. A copy of this form is attached to this application handout.</p>	5	
<input type="checkbox"/>	<p>Affidavit for Submitted Labels</p> <p>A form on which an applicant certifies that they obtained the names and addresses of those property owners they were directed to and that this information was obtained from the Skagit County Assessor’s office within the previous 30 days. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Fees</p> <p>Application fees must be paid when an application is submitted to the CEDD. The total fee amount will be determined at the pre-submittal meeting with a staff planner.</p>		
<input type="checkbox"/>	<p>Master Land Use Form</p> <p>A form on which an applicant provides their name and contact information and the name and contact information of the property owner if it is not the applicant. Contractor’s information shall be provided on this form (if known), along with general information including the site address, parcel number(s), existing/proposed land uses, existing/proposed Comprehensive Plan designations, existing/proposed zoning designations, site area, project valuation and whether or not the site is within 200 feet of an area designated as a critical area. The current owner(s) of the land must provide their notarized signatures on this form. This form is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Assessor’s Map Showing Site and Surrounding Area</p> <p>A map obtained from the Skagit County Assessor’s office identifying the subject site illustrating all property within 300 feet of the subject site.</p>	5	
<input type="checkbox"/>	<p>Assessment Information</p> <p>Records obtained from the Skagit County Assessor’s office for each tax lot included in an area proposed for annexation. The records display all taxpayers of record and assessed value for each tax lot.</p>	1	
<input type="checkbox"/>	<p>Concurrency Form for Traffic</p> <p>A worksheet developed by the CEDD that an applicant fills out that contains the information necessary so that CEDD staff or a traffic consultant working on behalf of the CEDD can determine the traffic impacts, concurrency requirements, and mitigation that will be necessary for a project. This affidavit is provided by the CEDD to applicants.</p>	1	
<input type="checkbox"/>	<p>Existing covenants (recorded copy)</p> <p>The recorded limitation on property, or assignment of responsibility, which may be set forth in the property deed and/or identified in a title report.</p>	3	

<input type="checkbox"/>	Existing Easements (recorded copy) A recorded document by the property owner granting one or more privileges to use the owner's land to and/or for the use by the public, a corporation or another person or entity. Easements may be referenced by property deed and are identified in the property title report.	3	
<input type="checkbox"/>	Flood Hazard Data and/or Flood Zone Location Data, including plans in duplicate drawn to scale showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities, and the location of the foregoing; elevation in relation to mean sea level of the lowest floor (including basement) of all structures; elevation in relation to mean sea level to which any structure has been floodproofed; certification by a registered professional engineer or architect that the floodproofing methods satisfy the City's floodproofing criteria; and a description of the extent to which a watercourse would be altered or relocated as a result of proposed development. The horizontal and vertical control datum shall be clearly shown.	2	
<input type="checkbox"/>	Justification for Proposal A written description and associated mapping setting forth the reasons in favor of the application and addressing permit specific evaluation criteria found in Mount Vernon Municipal Code.	5	
<input type="checkbox"/>	Legal Description for Annexation A metes and bounds description written by a surveyor licensed in the State of Washington that describes the perimeter of the area proposed to be annexed.	5	
<input type="checkbox"/>	Legal Description, electronic Copy in MS Word Format		
<input type="checkbox"/>	List of Affected Property Owners within Annexation Area A listing of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within a proposed annexation area as obtained from the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by CEDD.	2	
<input type="checkbox"/>	List of Site and Surrounding Property Owners and Mailing Labels for Same A listing of all current property owners and their mailing addresses and Skagit County Assessor's account numbers within the area specified by MVMC 14.05.150(A)(3) of the boundaries of the subject site as obtained from the Skagit County Assessor's office. The list shall include a notarized statement from the applicant attesting that the ownership information provided is current and accurate. Current shall mean obtained within the past thirty (30) days unless otherwise approved by the CEDD.	2	
<input type="checkbox"/>	Map of Existing Site Conditions A plan drawn at the same scale as, or combined with, the grading plan or topography map showing existing topography at two foot contours or less, and including structural and natural features. The plan shall include major trees, shrubs, large rocks, creeks and watersheds, floodplains, buildings, roadways and trails.	5	
<input type="checkbox"/>	Neighborhood Detail Map A map, drawn at a scale of one inch equals one hundred feet (1" = 100') or other scale approved by the CEDD. The map shows the location of the subject site relative to the property boundaries of the surrounding parcels within approximately one thousand feet identifies the subject site with a darker perimeter line than that of surrounding properties. The map also shows the property's lot lines, existing land uses, building outlines, City boundaries (if applicable), north arrow, graphic scale, and City of Mount Vernon street names for all streets shown.	5	

☐	<p>Plan Reductions Eight and one-half inch by eleven inch (8-1/2" x 11") or eleven inches by seventeen inches (11" x 17") reductions of all required full size plan sheets including, but not limited to elevations, landscape plans, conceptual utility plans, site plan, and neighborhood detail/vicinity map that will yield legible photocopies.</p>	3	
☐	<p>Pre-Application Meeting Summary A copy of the memorandum provided to an applicant by planning staff at the pre-application meeting. Please note that pre-applications meeting approvals expire six (6) months following a meeting that is held.</p>	1	
☐	<p>Project Narrative A clear and concise description and summary of a proposed project, including:</p> <ol style="list-style-type: none"> a. Project name, size and location of site; a. Zoning and Comprehensive Plan designations of the site and adjacent properties; b. Current use of the site and any existing improvements; c. Special site features (i.e., wetlands, water bodies, steep slopes, or other critical areas); and a description of the buffers that will be required for each feature; d. Statement addressing soil type and drainage conditions; e. Proposed use of the property and scope of the proposed development (i.e., height, square footage, lot coverage, parking, access, etc.); f. Proposed off-site improvements (i.e., installation of sidewalks, fire hydrants, sewer main, etc.); g. Total estimated construction cost and estimated fair market value of the proposed project; h. Estimated quantities and type of materials involved if any fill or excavation is proposed; i. Number, type and size of trees to be removed; j. Explanation of any land to be dedicated to the City; and, k. For shoreline applications: <ol style="list-style-type: none"> i. Name of adjacent water area or wetlands, ii. Nature of existing shoreline – describe, iii. Type of shoreline (i.e., lake, stream, lagoon, march, bog, floodplain, floodway), iv. Type of beach (i.e., accretion, erosion, high bank-low bank), v. Type of material (i.e., sand, gravel, mud, clay, rock, riprap), vi. The extent and type of any bulkheading, and vii. The number and location of structures and/or residential units (existing and potential) which might have views obstructed as a result of the proposed project. l. For subdivision applications: the proposed number, size, and density of the new lots. 	5	
☐	<p>Site Plan A plan drawn by a State of Washington licensed architect, engineer, or other specifically approved by the Director, at a scale also approved by the Director containing all information requested by City of Mount Vernon submittal forms, including but not limited to:</p> <ol style="list-style-type: none"> a. Scale, north arrow, and legal description; b. Location, identification, and dimensions of all buildings, property lines, setbacks, streets, adjacent streets, and easements; c. Location and dimensions of existing and proposed structures, parking and loading areas, driveways, existing on-site trees, existing or proposed fencing or retaining walls, freestanding signs, easements, refuse and recycling areas, freestanding lighting fixtures, utility junction boxes, public utility transformers, storage areas, buffer areas, open spaces, curbs, gutters sidewalks, median islands, and street trees; d. Landscaped areas and irrigation meters; e. The location and dimensions of natural features and critical areas along with their buffers; such as streams, lakes, marshes and wetlands; f. Off-street parking layout and driveways; 	9	

	<ul style="list-style-type: none"> g. Grading plan showing proposed and existing contours and site elevations; h. Lighting and sign structures (new and existing); i. Location and proposed screening of garbage containers and recycling storage; j. Fire hydrant locations (new and existing) within three hundred feet (300') of building; k. Existing utilities and connection to existing and/or new utilities; l. The horizontal and vertical control datum shall be clearly shown; m. All wells and septic systems located on or near the project site shall be identified; n. General notes addressing the following: <ul style="list-style-type: none"> i. Name of the project, ii. Name, address, and telephone number of owner and agent(s), iii. Zoning and Comprehensive Plan designations of the site, iv. Area, in square feet and acreage, of the project site, v. Reference to the current Building Code, vi. Proposed use, occupancy group, construction type, and number of units in each building, vii. Square footage and height of each individual building, viii. Percentage of lot coverage and square footage of all landscaping, ix. Proposed building setbacks, x. Parking analysis, including number of stalls required and provided, sizes of stalls and angles, location and number of handicap stalls, compact, employee and/or guest parking stalls, location and size of curb cuts, traffic flow within the parking, loading, and maneuvering areas and ingress and egress, location of wheel stops, loading space, stacking space, and square footage of interior parking lot landscaping, xi. Landscaping calculations complying with MVMC Chapter 17.93, and xii. Density for residential developments. n. For shoreline permits: <ul style="list-style-type: none"> i. Ordinary high water mark, existing and proposed, and ii. Name of water body. o. For sign permits: <ul style="list-style-type: none"> i. Note if any proposed signage will be illuminated or be animated, ii. Type (e.g., freestanding, wall, etc.), size and number of all existing signs, iii. Type, size and number of all proposed signs, and iv. Wind design loads. 		
□	<p>Stream Study, Standard</p> <p>A report shall be prepared by a qualified professional, unless otherwise determined by the Director, and include the following information:</p> <ol style="list-style-type: none"> 1. Site Map: Site map(s) indicating, at a scale no smaller than 1" = 20' (unless otherwise approved by the Director): <ol style="list-style-type: none"> a. The entire parcel of land owned by the applicant, including 100 feet of the abutting parcels through which the water body(ies) flow(s); b. The ordinary high water mark (OHWM) determined in the field by a certified professional (the OHWM must also be flagged in the field); c. Stream classification, as recorded in city Inventories (if unclassified, see subsection (c) below); d. Topography of the site and abutting lands in relation to the stream(s) and its/their management zone(s) at contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater; e. 100-year floodplain and floodway boundaries, including 100 feet of the abutting parcels through which the water body(ies) flow(s); f. Site drainage patterns, using arrows to indicate the direction of major drainage flow; g. Top view and typical cross-section views of the stream, banks, and management zones to scale; h. The vegetative cover of the entire site, including the stream or lake, banks, riparian area, and/or abutting wetland areas, extending 100 feet upstream and downstream from the property line. Include position, species, and size of all trees at least 4 inches dbh that are within the Inner and Outer Riparian Management Zone; 	3	

	<p>i. The location, width, depth, and length of all existing and proposed structures, roads, storm water management facilities, wastewater treatment and installations in relation to the stream/lake and its/their management zones; and</p> <p>j. Location of site access, ingress and egress.</p> <p>2. Grading Plan: A grading plan prepared in accordance with MVMC and Mount Vernon Engineering Standards and as required by staff through the preapplication review process, and showing contour intervals of two feet where slopes are less than 10 percent, and of five feet where slopes are 10 percent or greater.</p> <p>3. Stream Assessment Narrative: A narrative report shall be prepared to accompany the site plan which describes:</p> <p>a. The Stream classification as recorded in city inventories.</p> <p>b. The vegetative cover of the site, including the stream or lake, banks, riparian area, wetland areas, and flood hazard areas extending 100 feet upstream and downstream from the property line;</p> <p>c. The ecological functions currently provided by the stream/lake and existing riparian area;</p> <p>d. Observed or reported fish and wildlife that make use of the area including, but not limited to, salmonids, mammals, and bird nesting, breeding, and feeding/foraging areas; and</p> <p>e. Measures to protect trees and vegetation.</p> <p>See MVMC 15.40.170(C) to see if a supplemental stream study will be required.</p>		
<input type="checkbox"/>	<p>Title Report or Plat Certificate</p> <p>A document prepared by a title insurance company documenting the ownership and title of all interested parties in the plat, subdivision, dedication, development or action that lists all encumbrances. The certificate or report shall be dated within 30 days prior to the submittal of a permit to the City. An updated certificate or report dated within 30 days before final plat approval is also necessary. Copies of all the encumbrances listed within the certificate or report shall be provided.</p>	<p>2</p>	
<input type="checkbox"/>	<p>Topography Map</p> <p>A map showing the existing land contours using vertical intervals of not more than two feet. For any existing buildings the map shall show the finished floor elevations of each floor of the building. The horizontal and vertical control datum shall be clearly shown.</p>	<p>5</p>	
<input type="checkbox"/>	<p>Wetland Assessment</p> <p>A wetland assessment includes the following:</p> <ol style="list-style-type: none"> 1. A description of the project and maps at a scale no smaller than 1" = 200' showing the entire parcel of land owned by the applicant and the wetland boundary delineated by a qualified wetlands ecologist, and pursuant to MVMC 15.40.040; 2. A description of the vegetative cover of the wetland and adjacent area including identification of the dominant plant and animal species, consistent with published delineation standards (Corps of Engineers delineation manual, 1987; Washington State Wetlands Identification and Delineation Manual, 1997). Copies of the wetland delineation data sheets and rating forms should be included as an appendix to the wetland assessment; 3. A site plan for the proposed activity at a scale no smaller than 1" = 200' showing the location, width, depth and length of all existing and proposed structures, roads, storm water management facilities, sewage treatment and installations within the wetland and its buffer; 4. The exact locations and specifications for all activities associated with site development including the type, extent and method of operations; 5. Elevations of the site and adjacent lands within the wetland and its buffer at contour intervals of no greater than five feet or at a contour interval appropriate to the site topography and acceptable to the city; 6. Top view and typical cross-section views of the wetland and its buffer to scale; 7. The purposes of the project and, if a variance is being requested, an explanation of why the proposed activity cannot be located at another site; 8. If wetland mitigation is proposed, a mitigation plan which includes baseline information, an identification of direct and indirect impacts of the project to the wetland area and wetland functions, environmental goals and objectives, performance standards, construction plans, a monitoring program and a contingency plan. 	<p>3</p>	

	<p>9. Alternative Methods of Development: If wetland changes are proposed, the applicant shall evaluate alternative methods of developing the property using the following criteria in this order:</p> <ul style="list-style-type: none"> a. Avoid any disturbances to the wetland or buffer; b. Minimize any wetland or buffer impacts; c. Compensate for any wetland or buffer impacts; d. Restore any wetlands or buffer impacted or lost temporarily; e. Create new wetlands and buffers for those lost; and f. In addition to restoring a wetland or creating a wetland, enhance an existing degraded wetland to compensate for lost functions and values. <p>This evaluation shall be submitted to the Director. Any proposed alteration of wetlands shall be evaluated by the Director using the above hierarchy.</p> <p>10. Such other information as may be needed by the city, including but not limited to an assessment of wetland functional characteristics, including a discussion of the methodology used; a study of hazards if present on site, the effect of any protective measures that might be taken to reduce such hazards; and any other information deemed necessary to verify compliance with the provisions of this section. See MVMC 15.40 to see if additional materials will be necessary following the preparation of this initial study.</p>		
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PROCESS: Below is a list of the steps that an applicant will take in completing an annexation. The following list is for informational purposes only as a general guide with regard to the steps required in completing an annexation. Applicants are advised to review RCW 35A.14.

OUTLINE OF THE ANNEXATION PROCESS:

Step 1	Apply for and attend pre-application meeting with City staff.
Step 2.	Compile materials to be submitted to the City for the proposed annexation based on the submittal checklist provided to the applicant at the pre-application meeting outlined in 'Step 1', above. Before submitting these materials, schedule a meeting with CEDD staff to review one (1) copy of all the annexation materials to ensure a technically complete application.
Step 3.	Once an application is submitted and deemed technically complete CEDD staff will route a copy of the submitted materials to other City departments and Skagit County for their review and comment.
Step 4.	CEDD staff to verify with the Skagit County Assessor's information that the signatures on the '10% Notice of Intent to Annex' form represents 10% of the assessed valuation of the proposed annexation area.
Step 5	City Council sets a date for a public meeting on the annexation proposal, which shall occur within 60-days of the filing of the notice. NOTE: this is a meeting with the annexation proponents; it is not a public hearing.
Step 6.	Public Meeting is held before City Council to determine the following. The Council's decisions on the following will be outlined within a Resolution. <ul style="list-style-type: none"> 1) Whether to approve/deny processing of annexation; 2) What the annexation boundaries shall be; 3) Whether the annexed area will be required to assume its share of bonded indebtedness; and, 4) What the initial zoning of the area shall be.
Step 7.	CEDD staff completes the BRB's 'Notice of Intention' and files it with the BRB, utilizing the BRB's procedures (may be filed any time within 180 days of initiation of annexation proceedings). If jurisdiction is invoked a hearing will be held before BRB.
Step 8.	If jurisdiction is not invoked and the required 45-days has lapsed, the applicant shall submit to the CEDD annexation petitions representing either: <ul style="list-style-type: none"> 1) 50% of the total acreage and 50% of the registered voters; or, 2) 60% of the assessed valuation of the proposed annexation area. <p>If jurisdiction is invoked, the above outlined materials to be submitted by the applicant to CEDD after the BRB hearing is held if the annexation is to proceed.</p>

Step 9	Annexation petitions referenced above within 'Step 8' are transmitted by CEDD staff to the County Assessor for determination of sufficiency within 3-days of their submittal. If the signatures are certified by County Assessor as sufficient the process continues to 'Step 10'.
Step 10.	This step needs to occur sixty days before the effective date of the annexation. City is to provide notification "by certified mail or electronic means" that includes a list of parcel numbers and street addresses of the parcels proposed to be annexed to the Skagit County Treasurer and Assessor; as well as to: light and power businesses and gas distribution businesses and to the fire district and library district (as applicable). Utilities and other entities notified per statute. SEE RCW 35.13.270(6) and (7)(b).
Step 11.	Date set by City Council for public hearing. Notice of hearing specifying time & place of hearing to be published in the Skagit Valley Herald and posted in three (3) public places within the area proposed for annexation. Notices sent by CEDD to properties within the annexation area and also within 300-foot of the annexation area.
Step 12.	Hearing held and City Council action taken to approve or deny the proposal. Council action taken with an Ordinance.
Step 13.	<p>If Council action is taken to approve the annexation CEDD staff distributes the annexation Ordinance within 30-days of being approved and published.</p> <p>Three (3) copies of ordinance and map sent to:</p> <ul style="list-style-type: none"> • Skagit County Board of County Commissioners; and, • State of Washington Office of Financial Management. <p>One (1) copy of the ordinance and map to each of the following:</p> <ul style="list-style-type: none"> • Skagit County Auditor; • Skagit County Assessor; • Washington State Department of Revenue; • US Bureau of Census; • City departments; • Skagit 911; • PUD; • Puget Power; • Sheriff; • Fire Districts; • Any other special districts, such as Drainage or Dike Districts with the annexation territory; and, • Any entity that remits taxes to City from the annexed territory (such as wireless telecommunications providers).



NOTICE OF INTENT TO COMMENCE ANNEXATION PROCEEDINGS

The following owners of land do hereby certify that we are the owners of not less than 10% in value, according to the assessed valuation for general taxation, of the following described property which is contiguous to the City of Mount Vernon (as generally described on the attached exhibit and legal description) and hereby provide notice to the City Council of the City of Mount Vernon of the landowners intent to commence annexation proceedings. Pursuant to Section 35A.01.040 of the Revised Code of Washington, the landowners request the Council to set a public meeting at which time this annexation proposal may be considered.

Legal Description and Exhibit (see attached)

Warning: Every person who signs this notice with any other that 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. This warning is provided in accordance with RCW 35A.01.040.

1.

Printed Name	Signature	Date
Address	Parcel Number	Telephone Number

2.

Printed Name	Signature	Date
Address	Parcel Number	Telephone Number

3.

Printed Name	Signature	Date
Address	Parcel Number	Telephone Number

4.

Printed Name	Signature	Date
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Address	Parcel Number	Telephone Number
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5.

Printed Name	Signature	Date
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Address	Parcel Number	Telephone Number
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6.

Printed Name	Signature	Date
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Address	Parcel Number	Telephone Number
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7.

Printed Name	Signature	Date
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Address	Parcel Number	Telephone Number
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8.

Printed Name	Signature	Date
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Address	Parcel Number	Telephone Number
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I hereby certify that I have examined the above petition as well as the Assessor's rolls for the area described and I have determined that the petitioners are the owners of not less than 10% in value, according to the assessed valuation for general taxation, of the described area to be annexed.

In determining whether this petition contains the signatures of owners of not less than 10% in value according to the assessed valuation for general taxation purposes I have used the same method that the Skagit County Assessor would use to define assessed valuation for general taxation purposes as of the date affixed below.

Signed this ____ day of _____, 20__.

Director, Community & Economic Development Department