



CITY OF REDMOND
APPLICATION REQUIREMENTS FOR:
DIRECT PETITION ANNEXATION

Annexation Name: _____

There are several steps to processing an annexation. The Notice of Intent must be submitted and accepted by the City Council, the Direct Petition is then circulated and submitted, the annexation usually must be submitted to Boundary Review Board, and the City Council holds a hearing on the annexation. An annexation may be modified or denied prior to submission of materials in a subsequent step. Therefore, the submission of materials will be required only as needed by the Planning Department for that particular phase of the annexation.

Step 1. Initial Application (Notice of Intent)

- ___1. Standard General Application Form
- ___2. Notice of Intent Petition Form (the City can provide a sample blank petition form that can be used.)

This shall consist of the following:

- a. Annexation Name
- b. A statement of Intent
- d. Total size of annexation (in acres)
- f. A list of names, addresses and signatures of property owner(s) representing at least 10% of the total assessed valuation of the proposed annexation.
- g. A vicinity map of suitable detail and scale to show the major streets adjoining the proposed annexation, all present City boundaries, and a clearly marked outline of the area proposed for annexation.

Step 2. Notice of Intent Accepted by Council-Circulation of Petition

Once the Notice of Intent is accepted by the Redmond City Council, the applicant can circulate the Direct Petition. The City will assist in preparing the Direct Petition. Once the Direct Petition is submitted, the City will submit the application to Boundary Review Board if required, and City Council will hold a public hearing. The City of Redmond requires that certain major land use applications should receive extraordinary public notice. Annexations are included in this category. These applications require notice in accordance with Appendix O in the Redmond Community Development Guide.

- ___1. A legal description. (This will be used by staff to prepare the petition form)

Staff will prepare one copy of Direct Petition Form and the applicant will be responsible for additional copies if needed. Any attachments shall be considered as a part of the form.

- ___2. Direct Petition Form

This shall consist of the following:

- a. Annexation Name
- b. A statement of Intent

- c. A list of names, addresses and signatures of property owner(s) representing at least 60% of the total assessed valuation of the proposed annexation (50% if the area to be annexed is 80% contiguous with existing City boundaries).
- d. Exhibit A. Legal Description
- e. Exhibit B Legal Diagram/Map
- f. Exhibit C. Conditions of Annexation (Motion of the City Council at Notice of Intent)

Step 3. Public Hearing by Council

Once the Direct Petition is submitted and certified followed by the Boundary Review approval, the City will notify the applicant of the approval and they will be responsible for the Notice signs as required in Appendix O of the Redmond Community Development Guide.

___1. Affidavit of posting.

IMPORTANT: All items in Step 1. must be submitted to the City of Redmond Development Services Center in its entirety prior to any application considered to be complete.

Additional information may be required by the Technical Committee. The applicant will be notified if additional information is necessary.

Please Note: In order to help work out potential problems, if any, before formal submittal, the City of Redmond encourages applicants to attend a pre-application conference. A conference can be scheduled by calling the Development Services Center.

For further information, please call the Development Services Center at 425-556-2494.

NOTE: Failure to include required items will result in review delays.

Applicant or Representative

Date

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