



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

210 Lottie Street, Bellingham, WA 98225

Telephone: (360) 676-6982 Fax: (360) 738-7306 TTY: (360) 676-6883

TO BE COMPLETED BY STAFF

TIDEMARK PROJECT/CASE # _____

DATE APPLICATION RCVD _____

ASSIGNED TO: _____

APPLICATION FOR ANNEXATION

(PLEASE PRINT CLEARLY OR TYPE)

(Prior to filing, the proposal should be discussed in detail with the Planning Division)

For Whatcom County residents seeking annexation to the City of Bellingham, the petition method is the most frequently used for annexing territory. To submit an application for annexation, proponents are required to collect signatures on a "Notice of Intent to Annex" form that represents:

- 10% of the acreage proposed for annexation

OR

- 10% of the residents living within the area proposed for annexation.

If the Bellingham City Council initiates the annexation process, then annexation proponents must use official petition forms to collect:

- Signatures of owners of property that represents not less than a majority (50+%) of the total acreage in the area requested for annexation, and
 - Signatures of registered voters representing not less than a majority (50+%) of the total number of registered voters living within the area requested for annexation.
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1. Name of Applicant_____
2. Mailing Address of Applicant_____
3. Phone number of Applicant (day phone)_____
4. Street Address of Subject Property_____
5. Name of Contact Person for Project (this is the single point of contact that should receive all notices, mailings, information, etc.)_____
6. Address of Contact Person_____
7. Size of Annexation Area (in acres)_____
8. Assessed Valuation of Property _____
9. Tax Assessor's Parcel Number and Legal Description of Subject Property (**the parcel number is mandatory to begin processing of the application**)_____

10. General Description of Annexation Area _____

11. Township:_____Range:_____ Section:_____
12. Land Use Classification (zoning code) of Subject Property_____
13. Adjacent Bellingham Neighborhood:_____
14. Shoreline Designation (if applicable):_____
15. Special Areas on or near site (please show areas on maps):
 - None Wetland/Swamp/Bog Steep Slopes/Draw/Gully/Ravine
 - Scenic Vistas Historic Flood Hazard Area
 - Creek or Stream (name):_____
 - ___Lake or Pond (name):_____
 - Other (Toxic, superfund, etc.)_____

I affirm that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the owner of the subject area or am duly authorized by the owner(s) to act with respect to this application. Further, I grant permission from the owner(s) to any and all employees and representatives of the City of Bellingham and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to pay all fees of the City, which apply to this application.

SIGNATURE(S): _____ DATE: _____

SUBMITTAL REQUIREMENTS

Complete Application

Applications will not be scheduled for hearing until they are determined to be complete. The following items must be included in the application in order to find it complete:

1. Confirmation that the pre-application neighborhood meeting has been conducted.
The pre-application neighborhood meeting must be conducted before an application will be accepted as complete.
2. General annexation application
3. A "Notice of Intent" form requesting annexation to Bellingham, including justification **and**:
 - a. Signatures of property owners representing not less than 10% of the total acreage of the area proposed for annexation.

Or

- b. Signatures of no fewer than 10% of the residents or registered voters of the area proposed for annexation.
4. Full legal description of the proposed annexation area
5. A map or series of maps showing **all** of the following:
 - a. General vicinity of proposed annexation in relation to the City of Bellingham.
 - b. The proposed boundaries of the annexation (must be highlighted in some manner).
 - c. The City of Bellingham limits.
 - d. The Urban Growth Boundary line.
 - e. Dominant physical features such as lakes, streams, and ravines.
 - f. All public roads near the annexation area.
6. Mailing list of all adjacent property owners inside the boundary and within 300 feet.
7. Application fee (see separate fee scheduled) due upon submittal to Boundary Review Board.

NAMES AND MAILING ADDRESSES OF SURROUNDING PROPERTY OWNERS.

Following are the names and mailing addresses of all property owners having property within three hundred (300) feet from the exterior boundary of the subject property. Said names are as recorded in the Whatcom County Assessor's Office and as appear in the authentic tax records of this County. (Attach extra pages if needed.)

PRINT CLEARLY OR TYPE

NAME OF CONTACT PERSON MAILING ADDRESS CITY/STATE ZIP CODE

NAME OF NEIGHBORHOOD REP/ASSNS MAILING ADDRESS CITY/STATE ZIP CODE

NAMES OF PROPERTY OWNERS MAILING ADDRESSES CITY/STATE ZIP CODE PARCEL NUMBER
LOT/BLOCK/PLAT

I _____ being duly sworn on oath, hereby certify that I have familiarized myself with the rules and regulations with respect to preparing and filing this application, that the foregoing statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief, and that the list of names and addresses of property owners within 300 feet of the subject is complete and correct according to the records of the Whatcom Assessor's Office as of _____, 20 _____. I understand that if this list does not contain accurate information as listed in the Assessor's Office, this application may be successfully challenged and result in the necessity to reapply.

Signature _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the State of Washington

Printed Name: _____

Residing at _____