

ANNEXATION CHECKLIST

First and Second Class Cities and Towns

Election Method Initiated by 20 Percent Petition

Action	Date Completed
1. Petition filed.	
2. Petition reviewed and certified by prosecuting attorney: petition sufficiency determined by county auditor; petition filed with city/town legislative body.	
3. Public hearing on annexation (optional, but adequate notice required if held).	
4. City council consideration and action: <ul style="list-style-type: none">● Annexation approved?● Assumption of indebtedness referred to voters?● Simultaneous adoption of comprehensive plan referred to voters?● Establishment of community municipal corporation referred to voters?● Resolution No. ____ adopted listing these actions.	<hr/> <hr/> <hr/> <hr/> <hr/>
5. Petitioners notified of action taken (within 60 days of filing of petition with city council) by mail or by newspaper publication once a week for at least two weeks.	
6. Approved petition and resolution filed with county legislative authority.	

Action	Date Completed
<p>7. Review. If a boundary review board has been established in the county, utilize its procedures. Otherwise, refer to procedures of ad hoc annexation review board.</p> <p>Boundary Review Board (Procedures vary between counties; contact applicable review board for detailed procedures):</p> <ul style="list-style-type: none"> ● Notice of intention, copy of resolution, and petition filed. ● Jurisdiction of board invoked (within 45 days of filing of notice of intention). ● Hearing held. <p>Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Modified <input type="checkbox"/> Disapproved</p> <p>Ad Hoc Annexation Review Board (If review required):</p> <ul style="list-style-type: none"> ● Ad hoc annexation review board convened by mayor (within 30 days of filing of petition with county). ● Hearing held. <p>Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>8. Favorable determination of review board filed with county legislative authority.</p>	
<p>9. County legislative authority sets date for hearing (to be held not sooner than two, but not more than four weeks).</p>	
<p>10. Petitioners given notice of hearing:</p> <ul style="list-style-type: none"> ● First notice submitted. ● First notice published (at least two weeks before hearing). ● Affidavit of publication received. ● Second notice submitted. ● Second notice published (one week after first notice). ● Affidavit of publication received. 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>11. Hearing held.</p>	
<p>12. Petition: <input type="checkbox"/> Granted <input type="checkbox"/> Denied</p>	
<p>13. Date for annexation election set for:</p>	
<p>14. Notice of the election:</p> <ul style="list-style-type: none"> ● Posted in four public places in area proposed for annexation (at least two weeks prior to election). ● Published by officer conducting election (not more than 10 nor less than three days prior to election). 	<hr/> <hr/>

Action	Date Completed
15. Election: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
16. Canvass (by county canvassing board on Monday after election).	
17. Submission of statement of canvass to county legislative authority.	
18. County legislative authority makes minute entry finding on election outcome and transmits certified copy of minutes to city clerk together with abstract of vote.	
19. Transmission by city/town clerk to council of minutes and abstract (at next regular meeting or soon thereafter).	
20. Annexation Ordinance No. _____: <ul style="list-style-type: none"> ● Presented to council ● Adopted ● Submitted for publication ● Published ● Affidavit of publication received 	<hr/> <hr/> <hr/> <hr/>
21. Effective date of annexation _____ (as fixed in ordinance).	
22. Three copies of ordinance and map filed with county legislative authority (notice to county auditor, assessor, and other officers requesting notice where legislative authority may not readily forward information).	
23. Conduct census of annexation area.	
24. Certificate of Annexation filed in triplicate with state Office of Financial Management (as soon as possible, not later than 30 days after effective date of annexation).	
25. Notice to: <ul style="list-style-type: none"> ● Washington State Department of Revenue ● U.S. Bureau of Census (<i>optional</i>) ● County treasurer and assessor (30 days before effective date of annexation) ● City or town departments: <ul style="list-style-type: none"> Public works Fire Police Park and recreation Other 	<hr/> <hr/> <hr/> <hr/> <hr/>