

ANNEXATION CHECKLIST

Code Cities

Election Method Initiated by 10 Percent Petition

| Action | Date Completed |
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| 1. Petition filed. | |
| 2. Petition submitted to county auditor (within three days of petition being filed). | |
| 3. Commencement of determination of sufficiency of petition and filing by county auditor with city of a certificate containing this date (terminal date). | |
| 4. Signatures certified as sufficient by county auditor. | |
| 5. City council hearing on annexation (optional, but adequate notice required if held). | |
| 6. City council consideration and action: <ul style="list-style-type: none">● Annexation approved (referred to voters)?● Assumption of indebtedness referred to voters?● Simultaneous adoption of proposed zoning regulation referred to voters?● Establishment of community municipal corporation or inclusion of annexed area into named existing community municipal corporation referred to voters?● Resolution No. _____ adopted listing these actions. | <hr/> <hr/> <hr/> <hr/> <hr/> |
| 7. Petitioners notified of action taken by mail or by newspaper publication once a week for at least two weeks (within 60 days of step 4). | |
| 8. Approved petition and resolution filed with county legislative authority. | |

| Action | Date Completed |
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| <p>9. 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>County Annexation Review Board for Code Cities</p> <ul style="list-style-type: none"> ● Copy of petition and resolution filed (unless annexation exempt - less than 50 acres or less than \$2 million in assessed valuation). ● Hearing held. <p>Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p> | <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>10. Favorable determination of review board filed with county legislative authority.</p> | |
| <p>11. County legislative authority sets date for election.</p> | |
| <p>12. Notice of 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 once a week for two weeks prior to election (one publication not more than 10 nor less than three days prior to election hearing). | <hr/> <hr/> |
| <p>13. Election: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable</p> | |
| <p>14. Canvass (by county canvassing board on Monday after election).</p> | |
| <p>15. Submission of statement of canvass to county legislative authority.</p> | |
| <p>16. County legislative authority makes minute entry finding on election outcome and transmits certified copy of minutes to city clerk together with abstract of vote.</p> | |
| <p>17. Transmission by city clerk to council of minutes and abstract (at next regular meeting or soon thereafter).</p> | |

| Action | Date Completed |
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| 18. 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/> |
| 19. Effective date of annexation _____ (as fixed in ordinance). | |
| 20. 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). | |
| 21. Conduct census of annexation area. | |
| 22. 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). | |
| 23. 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/> <hr/> |