

ANNEXATION CHECKLIST

All Classes of Cities and Towns

Municipal Purposes Method

Action	Date Completed
1. Public hearing (optional, but adequate notice required if held).	
2. 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/>
3. Effective date of annexation (as fixed in ordinance).	
4. Three copies of ordinance and map filed with county legislative body (notice to county auditor, assessor, and other officers requesting notice where county legislative body may not be expected to readily forward information).	
5. Conduct census of annexation area, when appropriate.	
6. Certificate of Annexation filed in triplicate with state Office of Financial Management (as soon as possible, not later than 30 days of effective date of annexation).	
7. 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/>

ANNEXATION CHECKLIST

All Classes of Cities and Towns

Annexation of Unincorporated Islands

Action	Date Completed
1. City resolution for annexation adopted; one section of which sets a date for public hearing.	
2. Notice of hearing given by publication of resolution once a week for two weeks prior to hearing: <ul style="list-style-type: none"> • First notice submitted • First notice published • 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/>
3. Hearing held.	
4. Adoption of Annexation Ordinance No. _____: <ul style="list-style-type: none"> • Does it include adoption of proposed zoning regulation? • Does it include assumption of indebtedness? 	<hr/>
5. Effective date of ordinance (as fixed in ordinance). Must be at least 45 days after passage.	
6. Notice of annexation published once a week for two weeks after passage of ordinance: <ul style="list-style-type: none"> • First notice submitted • First notice published • 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/>

Action	Date Completed
<p>7. Review by boundary review board (in counties which board has been established). Contact applicable review board for detailed procedures. Review may be possible earlier in proceedings.</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>	<hr/> <hr/> <hr/>
<p>8. Referendum petition filed (within 45 days after passage)? (If not, go to Step 14).</p>	
<p>9. Within three working days of filing of petition, submit petition to county assessor for determination of sufficiency.</p>	
<p>10. Commencement of determination of sufficiency of referendum petition and filing by county assessor with city a certificate containing the date (terminal date).</p>	
<p>11. Signatures certified as sufficient by county assessor.</p>	
<p>12. Date of election set for _____:</p>	
<p>13. 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) ● First notice submitted ● First notice published ● 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/>
<p>14. Election: <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable (If unfavorable, these procedures terminate.)</p>	
<p>15. Three copies of ordinance and map filed with county legislative authority (notice to county auditor, assessor, and other officers requesting notice where county legislative authority may not readily forward information).</p>	
<p>16. Conduct census of annexation area.</p>	

Action	Date Completed
17. Certificate of annexation filed in triplicate with state Office of Financial Management (as soon as possible, not later than 30 days of effective date of annexation).	
18. 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/> <hr/>