



CITY OF JUNCTION CITY
680 Greenwood
P.O. Box 250
Junction City, OR 97448
Phone: 541-998-2153
Fax: 541-998-3140
www.junctioncityoregon.gov

FORM 1

CHECKLIST

REQUIRED SUBMITTALS

Please review the following checklist and accompanying instructions. You may also contact the Junction City Planning Department for more information.

- Completed General Land Use Application (Step 2 of Instructions)
- Filing Fee
- Petition/Petition Signature Sheet (Step 3 of Instructions)
- Certification of Ownership and Electors (Step 4 of Instructions)
- Owners and Electors Worksheet
- Supplemental Information Form (Step 5 of Instructions)
- Legal Description (Step 7 of Instructions)
- Cadastral Map (Step 8 of Instructions)
- ORS 222.173 Waiver Form (Step 9 of Instructions)
- ORS 197.352 (Ballot Measure 49) Waiver Form (Step 10 of Instructions)
- Public/Private Utility Plan (Step 11 of Instructions)
- Written Narrative addressing approval criteria as specified below:
 1. The affected territory proposed to be annexed is within the City's urban growth boundary; and is contiguous to the City limits or separated from the City only by a public right-of-way or a stream, lake, or other body of water.
 2. The proposed annexation is consistent with applicable policies in the City of Junction City Comprehensive Plan and in any applicable refinement plans.
 3. The proposed annexation will result in a boundary in which key services can be provided.

Notes:

An application to apply a zoning district consistent with the Comprehensive Plan designation may be applied for concurrently with the annexation application. A separate application form is required.

Withdrawals from special districts may occur concurrently with an annexation proposed by an individual. The City is responsible for the withdrawal process and action.



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FILING INSTRUCTIONS FOR PROPERTY ANNEXATION BY INDIVIDUALS

Please review the following steps and attached checklist (Form 1) of the items needed to file an application with the City. You may also contact the Junction City Planning Department for more information.

Step 1. Pre-application Meeting

A pre-application meeting is required before submitting an annexation application. You may schedule this meeting with the Junction City Planning Department.

Step 2. General Land Use Application

The City has a general land use application that must be completed and submitted with any type of land use application (refer to Form 2).

Step 3. Filing Fee

An initial deposit, called a filing fee, is required for an application to be processed. See separate filing fee schedule for costs. Checks are payable to the City of Junction City.

Step 4. Petition/Petition Signature Sheet

Annexations can be initiated using one of the following methods. The attached *Petition Signature Sheet* is to be used for collecting signatures (refer to Form 3).

A. Consent by All Owners and a Majority of Electors [ORS 222.125]

If the proposal is to be initiated by the *owners of all of the land area and a majority of the electors*, if any, complete Form 4. To give consent as an elector, the person signing the petition must be an eligible voter registered at an address within the annexation area. To give consent as a property owner, the person signing the petition must own an interest in the property, or is a purchaser on a contract sale that is recorded with the county. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such authorization.* In lieu of a petition form, an owner's consent may be indicated on a previously executed consent to annex form that has not yet expired as specified in ORS [222.173](#). To ensure that the necessary signatures are obtained, please complete the attached worksheet (Form 4).

B. Consent by Property Owners [ORS 222.170(1)]

If the proposal is to be initiated by the *owners of at least one-half of the land area, land value, and land ownership*, complete Form 4. To give consent for a particular piece of property, persons who own an interest in the property, or who are purchasers of property on a

City of Junction City Annexation Application Instructions

contract sale that is recorded with the county, must sign the annexation petition. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. *Please provide evidence of such authorization.* In lieu of a petition form, an owner's consent may be indicated on a previously executed consent to annex form that has not yet expired as specified in ORS [222.173](#). To ensure that the necessary signatures are obtained, please complete the attached worksheet (Form 4).

C. Consents by Electors and Property Owners [ORS 222.170(2)]

If the proposal is to be initiated by a *majority of the electors and owners of at least one half of the land area*, complete Form 4. To give consent as an elector, the person signing the petition must be an eligible voter registered at an address within the annexation area. To give consent as a property owner, the person signing the petition must own an interest in the property, or is a purchaser on a contract sale that is recorded with the county. Generally, this means that both husband and wife should sign. In the case of a corporation or business, the person who is authorized to sign legal documents for the firm may sign the annexation petition. Please provide evidence of such authorization. In lieu of a petition form, an owner's consent may be indicated on a previously executed consent to annex form that has not yet expired as specified in ORS [222.173](#). To ensure that the necessary signatures are obtained, please complete the attached worksheet (Form 4).

Step 5. Certification of Ownership and Electors

After completing the attached *Petition Signature Sheet* (Form 3), have the Lane County Department of Assessment and Taxation certify the ownerships within the proposed annexation area. If applicable, have the Lane County Clerk or Deputy Clerk certify the electors.

Step 6. Supplemental Information Form

Form 5 (attached) provides additional information for the proposed annexation that is not requested on the General Land Use Application, such as special districts that currently provide services to the proposed annexation area.

Step 7. Legal Description

A metes and bounds legal description of the territory to be annexed or withdrawn must be submitted electronically in Microsoft Word or a compatible software program. A legal description shall consist of a series of courses in which the first course shall start at a point of beginning. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments. A lot, block and subdivision description may be substituted for the metes and bounds description if the area is platted. The Oregon Department of Revenue has the authority to approve or disapprove the validity of a legal description. A professionally stamped legal description does not ensure Department of Revenue approval. The legal description must include contiguous or adjacent right-of-way to ensure contiguity as required by ORS [222.111](#).

City of Junction City Annexation Application Instructions

Step 8. Cadastral Map

Three clean copies of the most current cadastral map or maps, to scale, must be provided. An additional cadastral map at the same scale shall be provided that shows the proposed annexation area in relationship to the existing city limits. Cadastral maps can be purchased from the Lane County Assessment and Taxation office.

Step 9. ORS 222.173 Waiver Form

Complete the attached waiver (Form 6). The waiver should be signed by each owner within the proposed annexation area.

Step 10. ORS 197.352 (Ballot Measure 49) Waiver Form

Complete the attached waiver (Form 7). The waiver should be signed by each owner within the proposed annexation area.

Step 11. Public/Private Utility Plan

Submit a plan describing how the proposed annexation area can be served by key facilities and services.

Step 12. Written Narrative Addressing Consistency with the Criteria

All annexation requests must be accompanied with a narrative providing an explanation and justification of response with the criteria stated on the application (also stated below).

1. The affected territory proposed to be annexed is within the City's urban growth boundary; and is contiguous to the City limits or separated from the City only by a public right-of-way or a stream, lake, or other body of water.
2. The proposed annexation is consistent with applicable policies in the City of Junction City Comprehensive Plan and in any applicable refinement plans.
3. The proposed annexation will result in a boundary in which key services can be provided.

SUBMIT COMPLETED APPLICATION TO:

City Planner
City of Junction City
City Hall – 680 Greenwood Street
P.O. Box 250
Junction City, Oregon 97448



GENERAL LAND USE APPLICATION

City of Junction City
680 Greenwood Ave/PO Box 250
Junction City, OR 97448
Phone: 541-998-2153
Fax: 541-998-3140
www.junctioncityoregon.gov

Type of Application: (May require a supplemental application to be attached and/or additional documentation)

<input type="checkbox"/> Annexation	<input type="checkbox"/> Development Review	<input type="checkbox"/> Rezone (Zone Change)
<input type="checkbox"/> Comprehensive Plan Amendment Map____ Text____	<input type="checkbox"/> Pre-Application Meeting	<input type="checkbox"/> Subdivision: Preliminary____ Final____
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Partition: Preliminary____ Final____	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Variance: Major____ Minor____	<input type="checkbox"/> Vacation	<input type="checkbox"/> Other:

<u>LOCATION OF PROPERTY OR ADDRESS:</u>	
SIZE OF PROPERTY(S):	ASSESSOR'S MAP AND TAX LOT #:
PRESENT USE:	PROPOSED USE:
BRIEF SUMMARY OF ACTION REQUESTED:	

<u>NAME OF PROPERTY OWNER:</u>	
ADDRESS:	
PHONE:	E-MAIL:

<u>NAME OF APPLICANT:</u>	
ADDRESS:	
PHONE:	E-MAIL:

<u>NAME OF CONTACT:</u>	
ADDRESS:	
PHONE:	E-MAIL:

ATTACHMENT(S): Yes____ No____

I have the following legal interest in the property (Please check one):

Owner of Record____ Lessee____ Holder of an exclusive Option to Purchase____ Contract Purchase____

Per Resolution 862: All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney, building inspector, traffic consultant, wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.

<p><i>I hereby certify that the foregoing statements and other information attached hereto are true and accurate to the best of my knowledge and belief. I also agree to pay all direct costs associated with processing this land use application.</i></p> <p>Owner's Signature:</p>	<p>Date:</p>
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Staff Use Only		
Filing Fee:	Payment Received by (staff name):	Date:
Zoning:	Plan Designation:	File No.
Date Application Deemed Completed:	Completion Checked by:	Date:

Junction City Planning and Development Fees

Application Type	Fee
Annexation and Withdrawal	\$1,000
Appeal to Planning Commission	\$375
Appeal to City Council	\$1,060
Transcripts	cost up to \$500 plus 1/2 the cost over \$500
Conditional Use Permit	\$650
Development Review (new development)	\$1,070
Development Review (remodel or addition)	\$250
Extraterritorial Extension of Water, Stormwater, or Sewer	\$1,000
Final Partition Plat	\$745
Final Subdivision Plat	\$1,760
Floodplain Permit	\$100
Minor Variance	\$325
Modification to Subdivision Ordinance	\$565
Non-Conforming Use Confirmation	\$130
Partition Improvement Plans	\$270
Pre-Application Conference, Consultation, or Research	\$45/hr for planner \$60/hr for public works director \$100/hr for both
Preliminary Partition	\$1,335
Preliminary Subdivision	\$1,100 + \$45/lot for each lot beyond 4
Property Line Adjustment	\$230
Rezone	\$1,065
Sign Permit (separate building permit required)	\$75
Stream Corridor Wetland District	\$1,630
Subdivision Improvement Plans	\$1,030
Temporary Use Permit	\$650
Vacation (other)	\$635
Vacation (right-of-way)	\$1,200
Variance (public hearing)	\$650
Written Code Interpretation (Planning Commission)	\$225
Written Code Interpretation (Staff)	\$85
Zoning Compliance Analysis	\$85

Actual Costs will be Charged for the Following Applications

All direct costs for contracted city staff (include but not limited to: engineering, legal, building, traffic, wetlands) charged monthly to the applicant in the amount billed to City. Past due bills (30 days) are charged 9% interest in addition to the amount billed.

Comprehensive Plan Amendment Lane Co. co-adoption fees not included	\$950
Expedited Land Division	\$2,350
Planned Unit Development	\$4,000
Site Plan Review	\$1,550
Text Amendment to Zoning or Subdivision Regulations	\$950
Any other land use application or development permit not listed above	

Other Charges

City of Junction City map 8" x 10"	\$1
Comprehensive Plan map	\$5
Municipal lien search per address or tax lot number	\$25
Zoning map	\$5

FORM 3

PETITION/PETITION SIGNATURE SHEET
Annexation by Individuals

We, the following property owners/electors, consent to the annexation of the following territory to the City of Junction City:

<i>Signature</i>	Date Signed m/d/y	<i>Print Name</i>	Residence Address (street, city, zip code)	Map and Tax Lot Number (example: 17-04-03-00-00100)	✓ Land Owner	✓ Reg Voter	Acres (qty)
1.							
2.							
3.							
4.							
5.							

Note: With the above signature(s), I am attesting that I have the authority to consent to annexation on my own behalf or on behalf of my firm or agency. (Attach evidence of such authorization when applicable.)

I, _____ (printed name of circulator), hereby certify that every person who signed this sheet did so in my presence.

X _____ (signature of circulator)

CERTIFICATION OF OWNERSHIP

The total landowners in the proposed annexation are _____ (qty). This petition reflects that _____ (qty) landowners (or legal representatives) listed on this petition represent a total of _____ (%) of the landowners and _____ (%) of the acres as determined by the map and tax lots attached to the petition. A&T is not responsible for subsequent deed activity that may not yet be reflected on the A&T computerized tax roll.

 Lane County Department of Assessment and Taxation

 Date Certified

CERTIFICATION OF ELECTORS

The total active registered voters in the proposed district annexation are _____. I hereby certify that this petition includes _____ valid signatures representing _____ (%) of the total active registered voters that are registered in the proposed annexation.

 Lane County Clerk or Deputy Signature

 Date Certified

FORM 4
(continued)

SUMMARY

TOTAL NUMBER OF ELECTORS IN THE PROPOSAL	
NUMBER OF ELECTORS WHO SIGNED	
PERCENTAGE OF ELECTORS WHO SIGNED	
TOTAL ACREAGE IN PROPOSAL	
ACREAGE SIGNED FOR	
PERCENTAGE OF ACREAGE SIGNED FOR	

Application Initiated by *(for an explanation of the initiating methods, refer to Step 4 of the Instructions):*

- A – All Owners/Majority Electors [ORS 222.125]
- B – Majority Owners/Area/Value [ORS 222.170(1)]
- C – Majority Electors/Area [ORS 222.170(2)]

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Last Saved: December 7, 2012*

FORM 5

SUPPLEMENTAL INFORMATION FORM

(Complete all the following questions and provide all the requested information. Attach any responses that require additional space, restating the question or request for information on additional sheets.)

Contact Person: _____

E-mail: _____

Supply the following information regarding the annexation area.

- Estimated Population (**at present**): _____
- Number of Existing Residential Units: _____
- Other Uses: _____
- Land Area: _____ total acres
- Existing Plan Designation(s): _____
- Existing Zoning(s): _____
- Existing Land Use(s): _____
- Applicable Comprehensive Plan(s): _____
- Applicable Refinement Plan(s): _____
- Provide evidence that the annexation is consistent with the applicable comprehensive plan(s) and any associated refinement plans. _____

- Are there development plans associated with this proposed annexation?

Yes _____ No _____

If yes, describe.

- Is the proposed use or development allowed on the property under the current plan designation and zoning?

Yes _____ No _____

FORM 7

ORS 197.352 BALLOT MEASURE 49 WAIVER FORM

<p>Name of Document for Recording: Covenant of Waiver of Rights and Remedies</p> <p>Grantor: _____</p> <p>Grantee: City of Junction City Consideration: Commencement of Proceedings. Tax Statement to be mailed to: No Change.</p> <p><u>After Recording, Return To:</u> City of Junction City, Attn: City Recorder, P.O. Box 250, Junction City, OR 97448</p>	<p>(For County Recording Use Only)</p>
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Covenant of Waiver of Rights and Remedies

Whereas, _____, hereinafter referred to as “Petitioner/Owner”, has petitioned the City of Junction City (“City”) to commence an annexation (proceedings) for the following described real property:

[INSERT LEGAL DESCRIPTION]

Whereas, pursuant to the enactment of Ballot Measure 49 (effective December 6, 2007), a property owner may elect to seek just compensation if a public entity enacts one or more land use regulations that restrict the residential use of private real property after the property owner acquired the property; and

Whereas, there is the potential that the Oregon electors or the Oregon Legislature may, in the future, enact further statutory or constitutional amendments relating to compensation for the impact of local regulations upon real property, under certain circumstances; and

Whereas, City does not wish to approve the Petitioner/Owner’s requested proceedings if: (1) the result would or could arguably give rise to a later claim by the owner or the owner’s successors or assigns for compensation for the land use regulations in effect upon the effective date of the proceedings; or (2) would or could arguably give rise to a right to require the City to waive the City’s land use regulations in effect upon the effective date of the proceedings, which are being newly imposed upon the property by reason and result of the proceedings; and

Whereas, Petitioner/Owner seeks to induce the City to proceed with the proceedings and therefore agrees to eliminate any potential claim for compensation or right to seek waiver from the City's land use regulations existing as of the effective date of the proceedings;

Now, therefore, the undersigned Petitioner/Owner warrants that the individual(s) executing this Covenant holds the full and complete present ownership and all interests therein in Property, and hereby agrees and covenants as follows:

1. As inducement to the City to proceed with the Annexation and Rezone proceedings, proceeding(s) affecting the subject real property, which may include designation of the property as subject to additional applicable overlay zones and districts (all inclusively referred to herein as "proceedings"), the undersigned Petitioner/Owner, on behalf of Petitioner/Owner, Petitioner/Owner's heirs, devisees, executors, administrators, successors and assigns, agrees and covenants to the City of Junction City, its officers, agents, employees and assigns that the undersigned hereby remises, waives, releases, forever discharges, and agrees that Petitioner/Owner shall be stopped from asserting any rights and remedies, actions, causes of action, suits, claims, liabilities, demands, and rights to waivers arising under or granted by any statutory or constitutional regulatory compensation or waiver provisions, including but not limited to Ballot Measure 49 (2007) or otherwise enacted after the date of this proceeding which would create a right of claim for compensation or waiver from city land use regulations that exist upon the effective date of the proceeding and which, by the approval of the proceeding, are then applicable to the property.
2. This waiver and release shall bind the undersigned's heirs, devisees, executors and administrators, successors in interests, and assigns. This covenant, waiver, release and discharge shall run with the land, and this instrument or a memorandum hereof may be recorded in the official records of the County in which the subject real property is located. This instrument may be terminated only by the City of Junction City filing a Notice of Termination of Covenant with the Lane County recorder.
3. If this instrument is given contemporaneous with a consent to future proceedings to be initiated by the City, Petitioner/Owner acknowledges that the proceedings may be initiated by the City of Junction City at any time in the discretion of the City of Junction City and that this waiver and release is applicable to any ordinances adopted prior to the effective date of the proceeding.
4. This document is executed of my own free will and without duress. I, or if more than one, each of us respectively acknowledge that I/we have been advised to obtain legal advice prior to the execution of this document, and that either I, or each of us respectively, have either obtained legal advice or have independently elected not to seek legal advice prior to the execution of this document, recognizing that this document may affect our legal rights and remedies.

DATED this _____ day of _____, 20____.

_____ (signature)	_____ (signature)
Petitioner Name: _____	Petitioner Name: _____
Date Signed: _____	Date Signed: _____

Petitioner (corporation, etc.) Name: _____

By: _____

Name of Signor: _____

Office/Title of Signor: _____

State of Oregon)
) ss.
County of Lane)

On this _____ day of _____, 20____, before me the undersigned Notary Public, personally appeared _____ (name of Petitioner signing; not Notary name).

- personally known to me
- proved to me on the basis of satisfactory evidence

To be the person who executed the within instrument

- as _____ or on behalf of the entity therein named, pursuant to authority, and acknowledged to me the execution hereon.**

WITNESS my hand and official seal (Do not write outside of the box)	Place Notary Seal Below
Notary Signature _____	
Notary name (legible): _____	

This document is accepted pursuant to authority and approved for recording.

City of Junction City, Oregon

Melissa Bowers, City Administrator

State of Oregon)
) ss.
County of Lane)

On this _____ day of _____, 20____, before me the undersigned Notary Public,
personally appeared _____.

- personally known to me
- proved to me on the basis of satisfactory evidence

**To be the person who executed the within instrument as City Administrator or on behalf of the
entity therein named, pursuant to authority, and acknowledged to me the execution hereon.**

WITNESS my hand and official seal (Do not write outside of the box)	Place Notary Seal Below (Do not place seal over any portion of text or signature)
Notary Signature _____ Notary name (legible): _____	

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Last Saved: December 7, 2012