



**NOTICE OF INTENT TO ANNEX
NOTICE OF PETITION TO ANNEX**
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
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OFFICE USE ONLY
PERMIT NUMBER

SUBMITTAL CHECKLIST

- Notice of Intent to Annex (complete sections A and C)
- Notice of Petition to Annex (complete sections A, B, and C)

A. APPLICATION REQUIREMENTS:

Please include electronic versions of all required application materials.

- 1. MASTER APPLICATION FORM: Provide **one (1) copy** of the completed Master Land Use Application form with original signature(s).
- 2. CHECKLIST: Provide **one (1) copy** of this completed submittal checklist.
- 3. AUTHORIZATION: Provide **one (1) copy** of the Signed Declaration and Authorization with original signature(s) of the property owner(s).
- 4. INTRODUCTORY STATEMENT: Provide **one (1) copy** of a statement describing the annexation request and other relevant background, such as future development plans for the parcel(s).
- 5. VICINITY MAP: Provide **one (1) copy** of an 8.5 x 11-inch vicinity map outlining the area proposed for annexation in reference to existing corporate limits and the Urban Growth Area boundary.

B. FOR NOTICE OF PETITION TO ANNEX REQUESTS, COMPLETE SECTION B.

- 6. MAP: Submit **one (1) copy** of a map or series of maps of the annexation area. Map shall be folded to fit in a legal-size file. Include **one (1) reduced copy** (11 inches by 17 inches or 8.5 inches by 11 inches) of the map(s).

Include all of the following information:

- Dimensions and north arrow
- General vicinity of proposed annexation in relation to the City of Ridgefield
- Proposed boundaries of the annexation
- City of Ridgefield corporate limits
- The Urban Growth Boundary
- Major physical features such as lakes, streams, and ravines
- All public roads near the annexation area

- 7. MAILING LABELS: Current Clark County assessor's map showing properties within the annexation area and within a 300-foot radius of the annexation area, a typed list and **one (1) set** of self-adhesive labels of the names and addresses of

property owners, certified as accurate and complete by the Clark County assessor, a title company, licensed surveyor, or other party approved by the City Clerk. Mailing labels can be obtained from the Clark County GIS Department; call (564) 729-4652 or order online at <https://gis.clark.wa.gov/gishome/mapstore/#/services>.

8 SURVEY: Provide a survey of the area proposed for annexation, prepared by a professional surveyor. Include the full width of any right-of-way adjacent to the property being annexed.

C. APPLICATION FEES:

Fees must be paid at the time of application. Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

Notice of Intent to Annex \$450

Notice of Petition to Annex \$2000

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge. I have owner(s) permission to submit this application. I agree to hold harmless the City of Ridgefield as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including myself, and filed against the City of Ridgefield, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application.

Applicant's Signature

Date

Print Applicant's Name

NOTICE OF INTENT TO ANNEX

DECLARATION

We, the undersigned, are owners of real property lying outside of the corporate limits of the City of Ridgefield, Washington, but contiguous thereto and designated as part of the Ridgefield Urban Growth Area.

We, the undersigned, attest that we are owners of not less than 10% in value pursuant to the assessed valuation records compiled and maintained by the Clark County Department of Assessment and GIS of the total acreage of the properties described in the proposed annexation area. We do hereby declare our intention to circulate a petition for annexation to the City of Ridgefield, Washington under the Direct Petition Method as described in RCW 35A.14.120-150. It is acknowledged that this petition may consist of multiple documents filed separately.

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink or indelible pencil and shall be followed by the name and address of the signer and the date of signing.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto identified:

NAME OF PROPERTY OWNER (PRINT CLEARLY)	SIGNATURE OF PROPERTY OWNER	CLARK COUNTY ASSESSOR'S PARCEL NUMBER	DATE SIGNED

NOTICE OF PETITION TO ANNEX

DECLARATION

We, the undersigned, are owners of ready property lying outside of the corporate limits of the City of Ridgefield, Washington, but contiguous thereto and designated as part of the Ridgefield Urban Growth Area.

We, the undersigned, are petitioning for annexation under the Direct Petition Method as described in RCW 35.A.14.120-150. We attest that we are owners of not less than 60% in value pursuant to the assessed valuation records compiled and maintained by the Clark County Department of Assessment and GIS of the total acreage of the properties described in the proposed annexation area. We do hereby petition for annexation to the City of Ridgefield, Washington. It is acknowledge that this petition may consist of multiple documents filed separately.

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink or indelible pencil and shall be followed by the name and address of the signer and the date of signing.

AUTHORIZATION

Printed names and signatures of all persons having an interest in real property in the described area whose consent is required by virtue of such interest to authorize the filing of this notice are hereto identified:

NAME OF PROPERTY OWNER/AUTHORIZED REPRESENTATIVE (PRINT CLEARLY)	SIGNATURE OF PROPERTY OWNER/AUTHORIZED REPRESENTATIVE	ADDRESS OF PROPERTY OWNER/AUTHORIZED REPRESENTATIVE	CLARK COUNTY ASSESSOR'S PARCEL NUMBER	DATE SIGNED

Note: If additional space is needed, please obtain and use an additional Notice of Petition to Annex form.