



City of Tenino

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Annexation Process

1. A Notice of Intent to Commence Annexation form, City Land-Use Application form, and associated fees are submitted to the City to begin the annexation process.
2. Staff schedules a PUBLIC MEETING with City Council. The Public may attend and provide comment as this is a Public Meeting.
3. If Council accepts the applicant's annexation request, staff works with the applicant to obtain necessary documents to continue processing the application. The application is not considered a COMPLETE APPLICATION (TMC 18.40.150) until all necessary documents have been obtained to schedule and conduct a PUBLIC HEARING (TMC 18.40.190) before the Planning Commission. A COMPLETE APPLICATION as detailed pursuant to TMC 18.40.140 Project Applications for an Annexation to conduct a Public Hearing would include at a minimum:
 - a. The correct number of completed application forms signed by the applicant which contain a detailed description of the proposed land use, proposed impervious surface, and description of all existing and proposed improvements and easements;
 - b. Notice of Intent to Commence Annexation form;
 - c. Maps:
 - 1) II-A Map of Entire City / Area;
 - 2) II-B Assessor's Map of Parcels;
 - 3) II-C Physical Features;
 - 4) II-D Service Area / Other Boundaries;
 - 5) II-E Other Maps - City Water & Sewer Services;
 - 6) II-E1 Map & Legal Description Numbers;
 - d. Council Minutes of Public Meeting to allow annex to proceed;
 - e. Legal Description of Annex Area;
 - f. Legal Description of Parcels in Annex Area;
 - g. 2007 Assessor Valuation Spreadsheet;
 - h. Declaration of Sufficiency;
 - i. Annex Petition(s);
 - j. The correct number of documents, plans, or maps identified in the applicable application, as appropriate for the proposed project;
 - k. A completed Environmental Checklist, if required;
 - l. All studies and materials demonstrating compliance with the applicable municipal code;

- m. Letter of Approval from the Boundary Review Board to allow the City to proceed with the annexation if no objects are filed with the BRB – the application is NOW Complete and allows staff to schedule a Public Hearing and the Staff Report for the Commission;
 - n. The application shall be consistent with the Comprehensive Plan and applicable development regulations;
4. Staff ensures notice of and prepares report for the Planning Commission of the Public Hearing. This allows for public comment to formulate an opinion and recommendation of the proposed annexation. Note that this Hearing cannot be scheduled until the application is complete pursuant to TMC 18.40.190 Notice of Public Hearing to now provide review of a COMPLETE application. BRB approval is a required document of the city’s annex packet, which allows the City to proceed with the annexation. It is presumptive to schedule and conduct a public hearing prior to BRB authorization as this will unnecessarily burden the applicant with additional expenses, circumvent the intent of State Law by reviewing an incomplete application, and only provide an incomplete picture of the proposal for citizens review of the application.
5. Prior to the Public Hearing, which is conducted pursuant to TMC 18.40.190, the hearing must be noticed pursuant to TMC. Mailed notice of the public hearing shall be provided by the City as follows:
 - a. All owners of real property as shown by the records of the County Assessor’s Office within three hundred (300) feet of the subject property or at least two (2) parcels deep; and
 - b. Any person who submits written comments on an application.
 - c. For Process V legislative actions, the City shall publish notice as described in TMC 18.40.190, Notice of Public Hearing, and use all other methods of notice as required by RCW 35A.12.160.
 - d. Notice shall be mailed, posted and first published not less than fifteen (15) days, but not more than 30-days prior to the hearing that requires the notice. The applicant shall remove any posted notice within 10 days following the conclusion of public hearing(s).
6. After Planning Commission Public Hearing, staff prepares report of the Commission and schedules the annex proposal before the Council. The packet will include all previous materials and also include:
 - a. Commission staff report and recommendation;
 - b. Annexation Ordinance;
7. The Council discusses the proposal, may seek applicant, staff, or audience participation and then either continue the matter or decide on the matter. There are three decision options available for Council:
 - a. Annex all of the property;
 - b. Annex none of the property; or
 - c. Annex any part of the property.
8. If all or some of the property is annexed, staff prepares additional Office of Financial Management and County Auditor requirements to complete the annexation.

BRB = Boundary Review Board

POTENTIAL REQUIREMENTS FOR PROPERTIES ASKING TO ANNEX

1. Relinquish all water rights to the City upon annexation (property may retain usage until the property is connected to the city system).
2. Property owner or developer must extend utilities to the parcel at the time of development.
3. Property owner or developer must bring roads and streets to city standards
4. Property owner or developer must provide land for parks to City standards at the time of development or pay mitigation fees in lieu of land.
5. Warn property owners asking to be annexed about our nuisance standards before we take any action on annexation.
6. Determine if there are any unique issues or problem with a property before we consider annexation, i.e. flooding issues, contamination, etc.

THIS IS THE PROCESS FOR THE FEE SCHEDULE.

STEPS	Procedure & Process Staff Billable Rates	CORRESPONDING ACTIONS TO PROCESS ANNEXATION
	Amend Comp Plan, Rezone, or Annex	
1	Application	This is the point where the application is submitted to the City, the Public Meeting with Council is conducted, and staff prepares the application to go to the BRB for consideration
2	Staff Review	
3	Public Notice	
4	Agency Notice	This is when the application comes back from the BRB with the approval letter that the City can process the application for consideration of annexation.
5	Legal Notice	
6	Comment Period	
7	Preliminary Staff Report	
8	Planning Commission Hearing	
9	Staff Report	Self explanatory
10	Public Notice	Complete report as revised by the Commission
11	Agency Notice	NA
12	Legal Notice	NA
13	Comment Period	NA
14	Final Staff Report	Yes. This is the Commission's recommendation
15	City Council Decision	No hearing required, but Council has the option. Council decision to accept all, none, or any part thereof. Adopt by Ordinance.