



CITY OF COVINGTON
Permit Services
16720 SE 271st Street • Suite 100
Covington, WA 98042
Phone: 253-480-2400 • Fax: 253-408-2401
www.covingtonwa.gov

**FORM
NO.**

ANNEXATION APPLICATION PACKET

WHAT IS ANNEXATION?

Annexation is the action taken to incorporate parcels of land into an existing city limits. The state requires that property being annexed to a city be adjacent to the city and located within the city's designated Urban Growth Boundary (UGA). Properties not within an designated UGA, must first petition King County to be added to the UGA.

The final approving authority for an annexation is the city council. Before the city council makes a final decision, the community development department staff will make a recommendation concerning the proposed annexation. When an application is received, the community development department will analyze the information supplied by the applicant requesting the annexation. In some cases, the applicant may be required to enter into an agreement with the city to complete a sub-area plan and/or associated zoning study. Based on the application information and any associated studies, the city will determine what type of zoning will be applied to the property when it is annexed.

HOW DO TO APPLY TO BE ANNEXED IN THE CITY OF COVINGTON?

The three main methods are as follows. It is the responsibility of the applicant to obtain signatures of property owners.

60% Petition Method

This method is initiated by a petition signed by the owners of 10% of the assessed property value in the proposed annexation area. The final petition must be signed by the owners of 60% of the assessed value of the area, with no requirement for resident approval.

Alternative Petition Method

This method requires owners of a majority of the acreage to be annexed *and* a majority of the registered voters to sign the petition for annexation. If there are no registered voters residing in the area other than yourself, then signatures of the owners of the majority of the acreage is sufficient.

Election Method

The election method requires a preliminary petition signed by registered voters constituting 10% of the votes cast in the last state general election. It will be necessary to achieve a majority vote in favor of annexation and a 60% vote if the city requires that responsibility for municipal debt be assumed along with the annexation

ADDITIONAL INFORMATION

The Municipal Research Service Center (MRSC) of Washington provides information on the annexation process in this state. Its website is: <http://www.mrsc.org/>. RCW Chapter 35A.14 describes the annexation process for "code" cities such as Covington. The Revised Code of Washington (RCW) may be found at http://www.mrsc.org/mc/_toc/rcw.htm . Further information is also available from the City of Covington's website www.covingtonwa.gov or by calling 253-480-2400



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STEP 1

- A. Pre-Annexation Conference:** A pre-annexation conference shall occur before an application can be submitted. This is an opportunity to discuss the nature of the proposed application and the process that will be required.
- B. Application & Letter of Intent to Annex.** A complete an annexation pre-application and Letter of Intent to Annex shall be completed and submitted to the city. The Letter of Intent shall represent the owners of 10% (minimum) of the assessed property value in the proposed annexation area. A sample of a Letter of Intent is included in the application. *The Letter of Intent is not the petition for annexation.*
- C. Letter of Intent.** The staff will present the Letter of Intent to annex to the city council at a regularly scheduled city council Meeting. Within 60 days after the filing of the Letter of Intent to Annex the city council will set the terms and conditions of the proposed annexation.
- D Initial Council Decision.** The city council will make a determination to accept, modify, or reject the annexation proposal. If the city council accepts the proposal they will determine if there are any associated modifications to the zoning regulations and whether the proposed annexation will require the assumption of all or any portion of existing city indebtedness by the area to be annexed. The acceptance of the proposal does not complete the annexation process.

STEP 2

- A. Formal Petition for Annexation (A sample is included with the application).**
If the city council accepts the proposal and all conditions are agreed to, the applicant will proceed with the formal Petition for Annexation. Rules for petitions in RCW 35A.01.040 shall be fulfilled, and the petition must be filed with the city. The following information shall be included in the Petition:
1. The proposed effective date for the annexation.
 2. The legal description of the property to be annexed.
 3. A Map showing:
 - i. The boundary of the area proposed for annexation.
 - ii. Dominant physical features and critical areas such as lakes, streams, flood plains, and steep slopes.
 - iii. All public roads near the annexation area.
 4. A mailing list of all property owners inside the proposed annexation area and within 1000 feet of the exterior boundary line.
 5. The conditions of annexation regarding future land use and zoning designations, and assumption of city indebtedness.
 6. Applicable fees. Fees can be found in the city's fee resolution, and will be collected at the time of the submission of the Letter of Intent to Annex.



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- B. Preparation of Sub-area Plan/Land Use Study.** The petitioner will be required to prepare a sub-area plan/land use study of the area proposed for annexation. The cost of the subarea plan is the responsibility of the petitioner. The sub-area plan/land use study will identify any associated comprehensive plan and zoning code amendments necessary to implement the sub-area planning and/or proposed zoning designations. The applicant is responsible for the cost of a sub-area plan/Land Use study.
- C. Zoning Hearings and Zoning Ordinance.** To enact the proposed zoning for the annexation, the city will hold two public hearings no less than 30 days apart. The Ordinance of Annexation may be prepared and voted on by the council concurrently with any associated comprehensive and zoning amendments associated with the annexation.
- D. Public Annexation Hearing.** The city will provide a Notice of Public Hearing and the hearing will be held before city council. Staff will prepare an ordinance of annexation.

STEP 3

- A. Adoption of the Ordinance of Annexation and Effective Date.** After the Public Hearing, the city council will vote to accept or reject the petition. If accepted the annexation becomes effective pursuant to the date of the ordinance.
- B. Certification.** Within 30 days of the effective date of the ordinance, certification of the annexation and notification is given by the city to WA State OFM and Dept. of Revenue, the King County Council, the Assessor's Office, the Treasurer, the U.S. Census Bureau, and to the respective special districts and departments affected.
- C. Boundary Review Board.** In petition method annexations, review by the County Boundary Review Board is only required if there is a request made by board members, an affected governmental unit, or by petition of voters or property owners.



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ANNEXATION -Pre Application

STAFF USE ONLY

Project Number: _____

NAME OF PROJECT: _____

LOCATION OF PROJECT/DEVELOPMENT:

Give street address or, if vacant, indicate lot(s), block, and subdivision OR tax lot number, access street and nearest intersection. If proposal applies to several parcels, list the streets bounding the area. (Attach multiples)

ADDRESS: _____

ASSESSOR'S PARCEL NUMBER(S): _____

LEGAL DESCRIPTION(S): _____

Quarter _____ Section _____ Township _____

PRIMARY CONTACT PERSON

Applicant

Main contact regarding application, to whom all notices and reports shall be sent.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail Address: _____

PROPERTY OWNER

Applicant

Legal owner as indicated on Property Owner Declaration. Attach a list of any additional property owners with the following information.

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-mail Address: _____

Acres to be annexed _____ Number of residents in the area: _____

Number of commercial/ non-residential buildings: _____ Number of residential buildings: _____

Types of business or industry: _____

Approximate acreage or building square footage of each type of business:

Retail / Office _____ Light industrial _____ Heavy industrial or extractive _____

Total assessed value of the property to be annexed: _____

Districts currently serving the property:

Fire _____ Police _____ Water _____

Sewer _____ Type of Sewer System _____ Garbage _____

School Districts _____ Other Public Districts _____

I hereby certify that I am the sole owner or authorized agent of the property owners of 10% of the area to be annexed, and that I have read and examined this application and know the same to be true and correct, and if any of the information provided is incorrect, the application may be denied.

SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE



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ANNEXATION -Pre Application

ANNEXATION PRE-APPLICATION SUBMITTAL REQUIREMENTS

1. Legal description of the property
2. Map or maps of the property showing the following details:
 - a. Current and proposed city boundaries.
 - b. Parcel boundaries.
 - c. Existing King County land use designations & sensitive areas.
 - d. Existing streets (indicate paved or unpaved), major buildings, parks or public areas.
 - e. Proposed future land use and zoning.
3. City determined information. The following additional information may be required for the pre-application meeting. Please note that the following information will be necessary and included in any required sub-area plan.
 - a. More detailed map identifying:
 - i. Boundaries of public and provide districts currently serving the property.
 - ii. Location of existing sewer and water mains and proposed utility extensions.
 - iii. Existing stormwater facilities.
 - iv. Existing and proposed critical areas and associated buffers that will be restored and/or dedicated
 - v. Open space / parks to be dedicated.
 - b. Anticipated number of net new residential units, including a list of types and proposed affordability ranges.
 - c. Anticipated amount of new non-residential square footage to be built.
 - d. A description of the anticipated nature and community identity of the area proposed to be annexed, and how it would compare to surrounding areas of the city and of the adjacent unincorporated areas.
 - e. Anticipated Urban Services needed, such as traffic impacts, arterials, local street and trail network / connectivity, water supply, sewer, storm water treatment and drainage, schools, libraries, etc.
 - f. Ongoing Service Requirements and Estimated Cost to the Public of Fire Protection, Police Protection, Public Works (street lighting and maintenance, storm water, garbage collection), parks and recreation, and other city and governmental services.
 - g. Special Circumstances, Considerations or Costs, e.g. public health issues, environmental clean-up, infrastructure issues, etc. - and their probable costs.
 - h. Estimate of Revenues from property taxes, state-shared revenues, sales taxed, federal revenue-sharing, business and occupation taxes, utility taxes, inspection and license fees, planning and zoning charges.
 - i. Cost - Revenue Analysis comparing the anticipated costs and revenues, including both capital and operating costs (for five years) to help determine the impacts of the development of the newly-annexed

SAMPLE

NOTICE OF INTENTION TO COMMENCE ANNEXATION PROCEEDINGS

[Date]

The Honorable Mayor and City Council
City of Covington
16720 SE 271st Street, Suite 100
Covington, WA 98042

Dear Mayor and City Council:

The undersigned, who are the owners of 100% of their property within the proposed area to be annexed known as _____, hereby advise the city council of the City of Covington that it is the desire of the owners to commence annexation proceedings.

The property herein referred to is legally described on Exhibit "A" attached hereto and is geographically depicted on a King County Assessor's parcel map on Exhibit "B" further attached hereto.

It is requested that the city council of the City of Covington set a date, not later than sixty (60) days after the filing of this request, for a meeting with the undersigned to determine:

1. Whether the city council will accept, reject, or geographically modify the proposed annexation;
2. Whether the city council will require the simultaneous adoption of the zoning for the proposed area in substantial compliance with the proposed Comprehensive Plan as adopted by City of Covington Ordinance No. ____; and
3. Whether the city council will require the assumption of all or any portion of indebtedness by the area to be annexed.

The undersigned owners of the property known as _____ respectfully submit this notice of intention to petition for annexation as of the date specified above.

Sincerely,

Signature: _____ Date: _____

Its: _____

Address _____

Signature: _____ Date: _____

Its: _____

Address _____

Note: the petition below is offered as a model for your use. It may be adapted as desired by the owners/ petitioners or their legal representatives.

Annexation Petition for the Site Known as _____

Presented To: City Council of Covington, Washington
16720 SE 271st Street, Suite 100
Covington, WA 98042
Date: [Date]

ANNEXATION NAME: _____

Total Area (size in acres) _____

Total Acreage Represented by the signatures: _____

We, the undersigned, being the owner(s) of the acreage of the real property lying contiguous to the City of Covington, Washington known as _____, do hereby petition that such territory be annexed to and made a part of the City of Covington.

As a part of this petition attached hereto is Exhibit "A", a legal description of the boundary of the proposed annexation; Exhibit "B", a diagram which outlines the boundaries of the property sought to be annexed; and Exhibit "C", conditions of annexation.

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

We, the undersigned owner(s) of the property described in Exhibit A, respectfully submit this petition for annexation.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Exhibit “C”, describes typical “Conditions” accompanying an annexation. These conditions may or may not apply, and can be more clearly defined at the formal meeting between petitioners and the Covington city council.

EXHIBIT C

**CONDITIONS OF ANNEXATION
(See RCW 35.13.120)**

The following conditions shall apply to the property known as the Covington Aquatic Center Site, and shall be included in the ordinance of annexation.

1. The annexation shall be effective as of _____(date).
2. The property owner, _____, agrees to the following zoning regulation and future land use for the site in accordance with the intentions for PAA 2 in the Covington Comprehensive Plan 2.5.2:

Future Land Use Designation: _____

Zoning: _____

3. The property owner agrees, as a condition of annexation, that it will be legally subject to liability for its portion of the city’s indebtedness.

Yes _____

Not applicable _____