



400 N Mill St
PO Box 229
Colfax, WA 99111
(509) 397-3861

ANNEXATION

WHY WOULD A PROPERTY OWNER ANNEX TO THE CITY?

Annexation is the means by which property owners in unincorporated areas can join the City of Colfax, request supportive development services, and vote in City elections. Usually, access to one or more major urban services is the reason residents and property owners outside the City consider annexation. These services can potentially include sanitary and storm sewers, City water, improved road maintenance, and greater police protection.

Pre-Application

Applicants for all development permits are encouraged to contact the Building & Community Development Associate or City Administrator prior to submitting an application to discuss the nature of the proposed development, applicable development standards, design alternatives, required permits and the review process. The BCDA will arrange to have representatives of other agencies and departments with review authority attend the pre-application conference.

Application Procedure

1. File Notice of Intent to Annex with \$250 fee with clerk (clerk@colfaxwa.org)
2. File a Petition of Annexation that includes a legal description and map and have approval of not less than ten percent of residents on the property in question or owners of not less than 10 percent of the property value.
3. Meet with City Council within 60 days to explain annexation intent and determine if any changes need to be made to proposal.
4. Council sets date for Public Hearing by resolution. Publish in newspaper, social media, and post on the property and two other public places.
5. Public hearing and decision by council. If the annexation is accepted, must be done by Ordinance.
6. File annexation with auditor and assessor and fill out and mail forms to Office of Financial Management.

WHO MAKES THE DECISION The City Council will make a decision on the annexation application at the public hearing. The application will be evaluated on the basis of the information provided, the criteria listed in the pertinent sections of the Colfax Comprehensive Plan, other applicable city regulations, public comment, and inspection of the property. Appeals of the Council's decision can be made to the Whitman County superior court within twenty-one days, respectively, of the publication of the notice of decision.

SUBMITTAL REQUIREMENTS

A complete application is required before the City of Colfax can proceed with technical analysis and make an informed decision on an annexation application. Below is a list of materials that are required for annexation applications. The City of Colfax will not process any application until all the items on the list have been submitted. Please consult with the Building & Community Development Associate if you have any questions. All application materials become public information.

Required Application Materials

- Complete annexation application form signed by all the property owner(s).
 - Petition for Annexation form with approval of either:
 - a) Not less than 10% of residents on the property in question
 - b) Owners of not less than 10 percent of the property value
 - Legal description and map of the parcel(s) or territory to be annexed, which shall be attached to the Annexation Petition.
 - Title report for the property and rights-of-way to be annexed to determine whether any easements or rights-of-way exist.
 - Annexation Fee.
 - Applicant and Notary Signatures
- 



City of Colfax
400 N. Mill St.
Colfax, WA 99111

Application for Annexation

PROPOSED ANNEXATION NAME _____ FILE No. _____ TOTAL AREA OF PROPOSED ANNEXATION _____ ACRES TOTAL AREA REPRESENTED BY SIGNATURES _____ ACRES PERCENT OF TOTAL AREA REPRESENTED BY SIGNATURES _____ %

APPLICANT

YOUR NAME(Please write above this line)		PHONE#	
BUSINESS NAME		FAX#	
MAILING ADDRESS			
CITY	WA	ZIP	
E-MAIL ADDRESS			
SIGNATURE (ORIGINAL REQUIRED)		DATE	
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax			

PROPERTY OWNER 1

(If different than applicant)

YOUR NAME(Please write above line)		PHONE#	
BUSINESS NAME		FAX#	
ADDRESS			
CITY	WA	ZIP	
E-MAIL ADDRESS			
SIGNATURE (ORIGINAL REQUIRED)		DATE	
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax			

ADDITIONAL PROPERTY OWNER

YOUR NAME			PHONE#		
BUSINESS NAME			FAX#		
ADDRESS					
CITY		WA		ZIP	
E-MAIL ADDRESS					
SIGNATURE (ORIGINAL REQUIRED)			DATE		
Note: I consent to an on-site inspection by an employee(s) of the City of Colfax					

PROPERTY/ZONING DATA

ARE WETLANDS PRESENT? YES NO

Address

Location Description

MAP & TAX LOT	SITE (ACRES)	ZONING PROPERTY INFORMATION			
		EXISTING COUNTY ZONING DESIGNATION	CITY ZONING DESIGNATION	CURRENT ASSESSED VALUE	TOTAL EXISTING POPULATION
TOTAL OF PARCEL AREAS		SQ. FT.			
RIGHTS-OF-WAY TO BE INCLUDED					
REASON FOR ANNEXATION					

DESCRIBE NUMBER AND TYPES OF STRUCTURES ON THE PARCEL(S) (USE TAX LOTS AS REFERENCES):
EXISTING USE OF AREA TO BE ANNEXED:
PROPOSED USE OF AREA TO BE ANNEXED:
DESCRIBE SURROUNDING LAND USES (USE TAX LOTS AS REFERENCE)
NORTH-
SOUTH-
EAST-
WEST-

PETITION FOR ANNEXATION TO THE CITY OF COLFAX, WA

We, the undersigned, (see Exhibit A) being the owners of not less than 10 percent (10%), of the acreage of the area, illustrated on Exhibit B attached hereto, lying contiguous to the City of Colfax, WA, do hereby respectively ask the Honorable Mayor and City Council to meet with us and that appropriate actions be taken to authorize circulation of the Direct Petition so that such territory can be annexed to and made a part of the City of Colfax under the provisions of Sections 10 through 13, Chapter 331, Laws of 2003, of the State of Washington.

This notice is accompanied and has attached hereto as Exhibit B a map which outlines the boundaries of the property sought to be annexed, as well as Exhibit C a full legal description of the proposed annexed area.

The following conditions should be noted by those signing Exhibit A – PETITION FOR ANNEXATION Signature Form:

1. Signatures must be in ink
2. Record owners must sign, that is, the owners as shown by county records.
3. Only one spouse needs to sign.
4. Mortgages may be disregarded – there is no requirement for mortgagee to sign.
5. Where real estate contracts are involved, only the purchaser needs to sign as long as the contract is recorded with the county, otherwise only the contract seller is authorized to sign.
6. Corporations that own property may sign. However, only a corporate officer who is specifically authorized by the bylaws to execute deeds or encumbrances on behalf of the corporation can sign on behalf of the corporation. A certified excerpt of the bylaws so authorizing such officer must be attached.
7. Multiple signatures are not required for multiple ownerships.

EXHIBIT A
SIGNATURE FORM

To the City Council of the City of Colfax, WA:

We, the undersigned owners, petition and consent to be annexed to the City of Colfax, WA. A map is attached, marked Exhibit B, showing the affected territory and its relationship to the present City boundaries.

1. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
2. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
3. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
4. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
5. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
6. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
7. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)
8. Printed Name _____ Signature _____
Address _____ Date _____
Property Description _____
(Section and tax lot number or subdivision and lot number)

EXHIBIT B

MAP OF PROPOSED ANNEXATION BOUNDARIES PROVIDED BY APPLICANT

PROPOSED ANNEXATION NAME _____ FILE No. _____

*Please attach a map of proposed annexation boundaries to this section

EXHIBIT C

FULL LEGAL DESCRIPTION OF PROPOSED ANNEXATION

PROPOSED ANNEXATION NAME _____ FILE No. _____

*Please attach a full legal description of proposed annexation to this section

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE ANNEXATION PROCESS AND THE CITY COUNCIL HEARING PROCESS.

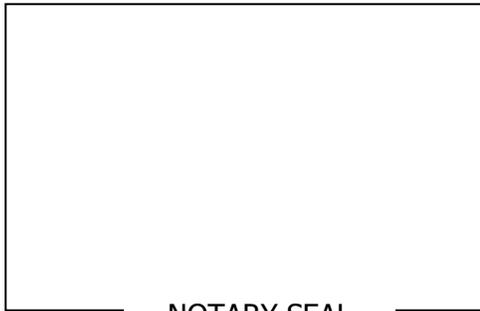
NOTARY _____

STATE OF _____)

COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day, of 20_____ .



NOTARY SEAL

Signature of Notary Public