



## ANNEXATION

Annexations are processed in accordance with Tualatin Development Code Chapter (TDC) 32.260, and consistent with Metro Code 3.09 and Oregon law. Property owners may initiate a quasi-judicial annexation

**PROCEDURE** Property owners may initiate annexation; the application is processed as a Type IV-A review.

### **PRIOR TO APPLICATION SUBMITTAL**

- Attend a Pre-Application Meeting (TDC 32.110)
- Notice and host a Neighborhood/Developer Meeting (TDC 32.120)

Following submittal of the Annexation application, the applicant must post a sign on the subject property (TDC 32.150) to provide notice of the pending land use application. The applicant will be required to provide an affidavit of posting demonstrating the sign was posted prior to the date of the first evidentiary hearing (Type IV-A).

*Note: Notice of land use application sign to be posted once the application has been deemed complete.*

### **SUBMITTAL REQUIREMENTS**

**Please submit all materials electronically through the following link:** <https://permits.ci.tualatin.or.us/eTrakit/>  
Details regarding submittal requirements are listed in TDC 32.140 and 33.010(4).

### **GENERAL:**

- ☐ Land Use Application form
- ☐ City of Tualatin fee
- ☐ Metro application fee as a separate check made payable to Metro
- ☐ Annexation packet materials
  - Petition to Annex
  - Legal Description (including any abutting public street right-of-way that is not yet in the City Limits)
  - Quarter Section Map with annexation territory redlined
  - Certification of Legal Description and Map Form
  - Certification of Property Ownership Form
  - Certification of Registered Voters Form
  - Annexation Property Information Form
  - Property Owner Information Form
  - Letter from the County or State Road Authority providing consent to annex right-of-way (if necessary)
- ☐ Completed Measure 37 & 49 Waiver Form recorded with the County
  - Waiver signed and completed by applicant
  - Please reach out to [planning@tualatin.gov](mailto:planning@tualatin.gov) or 503.691.3026 to coordinate City Manager signature
  - A stamp showing recording with Washington or Clackamas County

### **APPROVAL CRITERIA**

The applicant's plans and narrative must work together to demonstrate that all applicable criteria are met.

- Tualatin Development Code Chapter 33.010
- Metro Code 3.09
- ORS Chapter 222

### **PUBLIC NOTICE:**

- ☐ Documentation for Neighborhood Developer Meeting, including notice and mailing list, affidavit of mailing notice, certification of sign posting, participant sign-in sheet, and meeting notes