

**CITY OF KALAMA  
ANNEXATION INSTRUCTIONS**

The City of Kalama allows annexation to the City under RCW 35A.14.120 (the 60 percent petition method), which allows for property owners to request annexation by filing a petition signed by the owners of at least sixty (60) percent of the assessed property value in the area of requested annexation. The application fee is \$300.00 due when the petition for annexation is submitted (under step 2).

**STEP 1.**

This information page and the notice of intent to commence annexation proceedings should be filed with the City to begin the annexation process. The owners of only ten (10) percent of the assessed property values may submit the intent to annex. The intent needs to include an Exhibit A - description of the property to be annexed - and an Exhibit B - a map of the area to be annexed.

Date: \_\_\_\_\_

Applicant/Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Title of Annexation: \_\_\_\_\_

Parcel Numbers: \_\_\_\_\_ No. of Acres: \_\_\_\_\_

Signature of Applicant/Primary Contact: \_\_\_\_\_

Upon receipt of a complete notice of intent, the Kalama City Council will set a date for a meeting with the applicants (usually a regular City Council meeting) within 60 days from the date of filing. At that meeting the Council will determine if they will accept, reject or modify the area in the proposed annexation, determine the zoning designation under which the annexation would be accepted, and whether the City will require the assumption of all or any portion of the existing indebtedness by the area to be annexed. Should the Council reject the application, the annexation application is closed. Upon acceptance of the intent to annex by the City Council, the applicants can proceed with the circulation of the petition for annex to all the property owners within the annexation area.

## STEP 2

The applicants circulate the petition which must contain the following:

- ★ A complete description of the property included in the annexation
- ★ A map outlining the boundaries of the property included in the annexation
- ★ A statement that the annexation will require the assumption of all or any portion of the indebtedness of the City
- ★ The zoning designation of the property upon annexation

A complete petition must be signed by the owners of not less than sixty (60) percent of the assessed value of the property for which annexation is petitioned. There is no time limit as to when the petition must be filed with the City after it begins circulation, but signatures on a petition are only valid if signed no later than six (6) months prior to the filing date.

A complete petition is filed with the City, along with the **annexation fee of \$300.00.**

## STEP 3

Upon receipt the City of Kalama will transmit the petition to the Cowlitz County Assessor, for determination of sufficiency of the petition. Upon receipt of a legally sufficient petition, the City Council shall set a public hearing date and publish and post the hearing date as required by law.

At the hearing the City will take testimony from the proponents and opponents of the annexation. Following the hearing the City Council will by resolution accept or reject the petition for annexation. If accepted, the City will file an intent to annex with the Boundary Review Board.

## STEP 4

The annexation is forwarded to the Boundary Review Board (BRB). If after forty-five (45) days the BRB has not received any requests for review of the annexation, then the annexation is deemed approved. Should the BRB receive requests for review by the City, Cowlitz County, other government agencies, or a petition of registered voters or property owners, the Board may invoke jurisdiction over the annexation.

If the BRB invokes jurisdiction, they will set and publish the date time and place for a public hearing and provide public notice to all parties at least 30 days prior to the hearing date. Once the decision of the Board is reached, they have 40 days to issue a written decision. If the decision of the Board is to approve the annexation as submitted or with modifications, the annexation goes back to the City Council for final approval.

## **STEP 5**

Upon receipt of approval of the annexation from the BRB with no modifications to the request, the City will adopt an ordinance to annex the property fixing the effective date of the annexation.

Should the approval of the annexation include modifications from the BRB, the City Council will review the annexation as modified and should they accept the modifications, the City will adopt an ordinance to annex the property. If the City rejects the modifications to the annexation, they may choose not to adopt an ordinance and the annexation will not be completed.

Notice of the proposed effective date of the annexation including a description of the property is to be published at least once a week for 2 weeks after the passage of the ordinance in the newspaper of general circulation within the city and within the area to be annexed. If the annexation ordinance provides for adoption of a proposed zoning regulation or for the assumption of indebtedness, the notice must include a statement of these requirements.

The final ordinance is to be recorded and then copies are forwarded to the County (9 total) and to other entities. Upon completion of a census of the annexation area, the completed annexation is forwarded on to the State as required by law.



