

# WASHINGTON STATE BOUNDARY REVIEW BOARD FOR DOUGLAS COUNTY

## NOTICE OF INTENTION FILING INSTRUCTIONS

Please submit this Notice of Intention form and the Exhibits listed below to the Boundary Review Board Office: 140 19<sup>th</sup> Street NW, Suite A, East Wenatchee, WA 98802 for the determination of sufficiency by the Chief Clerk of the Board. Please submit the original and ten (10) copies and the required fifty dollar (\$50.00) filing fee.

The Notice of Intention is to be completed by an elected official or employee of the governmental jurisdiction that is seeking the proposed annexation or boundary change or the proponent in the case of incorporation or formation.

The following items must be submitted and labeled as follows:

- **EXHIBIT A.** A copy of the legal description of the boundaries of the area involved in the proposed action certified by a Washington licensed civil engineer, land surveyor or Douglas County road engineer.
- **EXHIBIT B.** A Douglas County Assessor's map on which the boundary of the area involved in the proposal and the size in acres must be clearly indicated. Include a list of all parcel numbers for lots in proposed area.
- **EXHIBIT C.** A vicinity map or series of maps no larger than 8 ½" x 11" and reproducible on a non-color photocopier displaying:
  1. The boundary of the area involved in the proposal and the size in acres.
  2. The current corporate boundaries of the proposing entity.
  3. Existing water and sewer service area boundaries of the proposing entity.
  4. Major physical features such as streets and highways, railways, public facilities, etc.
  5. The boundaries of cities or special purpose districts having jurisdiction in or near the proposed area.
  6. The location of the nearest service point(s) for the required utility services to the area. Show existing and proposed water/sewer lines and diameter.
  7. The Douglas County zoning, Comprehensive Plan designations, Urban Growth Area Boundary, and proposed city/town plan and zoning designations.
  8. Floodways or floodplains.
- **EXHIBIT D.** Documentation of the process: A certified copy of the petition; certified copy of assessed valuation; affidavit of publication of public hearing notice; copy of the minutes of public hearing; a signed and certified copy of the resolution accepting the proposal as officially passed.
- **EXHIBIT E.** A copy of the Threshold Determination and completed SEPA checklist pertaining to the proposed Boundary Review Board action with full explanations. Include the list of persons who were sent the checklist and all written comments from governmental agencies and the general public.

**Note:** *This is NOT required to be completed by municipalities for annexation purposes*

- **EXHIBIT F.** A copy of Interlocal Annexation agreements and service agreements entered into under RCW 36.115 or 39.34.

**MUNICIPAL INCORPORATIONS:** Exhibits A, B, C, a certified copy of assessed valuation and a certified copy of the petition calling for the incorporation as required.

# WASHINGTON STATE BOUNDARY REVIEW BOARD FOR DOUGLAS COUNTY

## NOTICE OF INTENTION

for office use only:  
**BRB FILE#** \_\_\_\_\_

1. Name of City, Town or Special Purpose District: \_\_\_\_\_
2. Action Sought:        Annexation  
                               Formation of a Special Purpose District  
                               Incorporation  
                               Other Boundary Change  
                               Merger/Consolidation of Special Purpose District  
                               Dissolution of Special Purpose District  
                               Water or Sewer Extension    \_\_\_ Size of Water Line    \_\_\_ Sewer Line
3. This proposal shall be known as: \_\_\_\_\_
4. Driving directions to location of proposed action: \_\_\_\_\_
5. Briefly describe proposal: \_\_\_\_\_
6. Method used to initiate the proposed action:                     Petition     Election     Resolution
7. State statute under which action is sought: \_\_\_\_\_

## FACTORS THE BOARD MUST CONSIDER

**POPULATION AND LAND USE:**

1. Provide the following information:

POPULATION OF PROPOSED AREA			POPULATION OF EXISTING ENTITY	
	EXISTING	10-YEAR PROJECTION	EXISTING	10-YEAR PROJECTION
People				
Residences				
Businesses				

2. What source is the basis for this projection information? \_\_\_\_\_
3. Acres within the proposed area \_\_\_\_\_ Acres within existing entity \_\_\_\_\_
4. Assessed valuation of proposed area \$ \_\_\_\_\_ of existing entity \$ \_\_\_\_\_
5. Existing land use of the proposed area \_\_\_\_\_  
\_\_\_\_\_
6. Existing land use of the area surrounding the proposal: \_\_\_\_\_  
\_\_\_\_\_
7. Are all surrounding and interior roads included in the annexation?  Yes  No  
If no, why not? \_\_\_\_\_
8. Is there new residential, commercial, or industrial development that is associated with this proposal? \_\_\_\_  
If yes, describe any projects being considered or proposed \_\_\_\_\_  
\_\_\_\_\_
9. If the proposal is approved, will there be land use changes within the next eighteen (18) months?  
  - Land Use \_\_\_\_\_
  - Zoning \_\_\_\_\_
  - Comprehensive Plan \_\_\_\_\_
10. Has the proposed area been the subject of land use action by Douglas County? \_\_\_\_\_  
If so, please explain \_\_\_\_\_  
\_\_\_\_\_
11. a. Douglas County Comprehensive Plan designation for the proposed area: \_\_\_\_\_  
b. For surrounding areas: \_\_\_\_\_  
c. Douglas County zoning for the proposed area: \_\_\_\_\_  
d. For surrounding areas: \_\_\_\_\_
12. Is this proposal consistent with the coordinated water system plan, if any?  YES  No
13. Does your jurisdiction have an adopted comprehensive plan? \_\_\_\_\_ Date Adopted: \_\_\_\_\_
14. Describe how this proposal is consistent with the adopted comprehensive plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- a. Proposed city zoning upon annexation: \_\_\_\_\_
15. Has any portion of this area been previously reviewed by the Boundary Review Board? \_\_\_\_\_  
Explain \_\_\_\_\_
16. Describe the following as required by RCW 36.93.170 and the effects on land use and accessibility and potential development:  
a. Topography: \_\_\_\_\_  
b. Natural Boundaries: \_\_\_\_\_  
c. Drainage Basins: \_\_\_\_\_
17. Is the proposed area within the Urban Growth Area for your municipality? \_\_\_\_\_

# MUNICIPAL SERVICES

1. What services will be provided in the proposed area? \_\_\_\_\_

	Existing Provider	Proposed Provider	Time Frame for New Services	How Financed
<b>Water</b>				
<b>Sewer</b>				
<b>Fire</b>				
<b>Stormwater</b>				
<b>Roads</b>				
<b>Parks</b>				
<b>Police</b>				
<b>School</b>				
<b>Library</b>				

2. Does your jurisdiction have a current Capital Facilities Plan? \_\_\_\_\_

Does it consider the proposed area? \_\_\_\_\_

3. Describe the effect your jurisdiction's ordinances, governmental codes, regulations and resolutions will have on existing us the proposed area: \_\_\_\_\_

\_\_\_\_\_

4. Describe the prospects of governmental services from the other sources? \_\_\_\_\_

\_\_\_\_\_

5. Describe the probable future needs for the services and additional regulatory controls in the area? \_\_\_\_\_

\_\_\_\_\_

6. Describe the probable effect of the proposal on the cost and adequacy of services and regulatory controls:

a. In the proposed area: \_\_\_\_\_

\_\_\_\_\_

b. In the adjacent area: \_\_\_\_\_

\_\_\_\_\_

7. Estimate the following to be incurred under the proposal:

- a. Proponent Expenditures to be incurred: \$ \_\_\_\_\_
- b. Proponent Revenues to be gained: \$ \_\_\_\_\_
- c. County Revenues Lost: \$ \_\_\_\_\_
- d. County Expenditure Reduction: \$ \_\_\_\_\_
- e. Fire District Revenue Lost: \$ \_\_\_\_\_
- f. Fire District Expenditure Reduction: \$ \_\_\_\_\_
- g. Financial Impact to Special Districts (library, parks, hospital) \$ \_\_\_\_\_

8. What is the future impact of your proposal on the school district? \_\_\_\_\_  
\_\_\_\_\_

<b>ENVIRONMENTAL INFORMATION</b>
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- 1. Is there an existing environmental review pertinent or related to this proposal?     Yes     No  
If No, answer question 2 through 5.
- 2. Expected impact of any proposed development to adjacent roads and highways: \_\_\_\_\_  
\_\_\_\_\_
- 3. Expected impact of any proposed development on air quality: \_\_\_\_\_  
\_\_\_\_\_
- 4. Does the area under consideration contain "critical areas"? (floodplain, wetland, steep slope, wildlife habitat area, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Please describe any potential adverse impacts that could occur upon development: \_\_\_\_\_  
\_\_\_\_\_

## OBJECTIVES OF THE BOUNDARY REVIEW BOARD

**Describe fully which objectives of RCW 36.93.180 this proposal meets and which objectives this proposal does not meet. Please give your reasons for each of the objectives chosen:**

**1. Preservation of natural neighborhoods and communities:** \_\_\_\_\_

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**2. Use of physical boundaries, including but not limited to bodies of water, highways, and land contours:** \_\_\_\_\_

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**3. Creation and preservation of logical service areas:** \_\_\_\_\_

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**4. Prevention of abnormally irregular boundaries:** \_\_\_\_\_

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**5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand (10,000) population in heavily populated urban areas:** \_\_\_\_\_

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**6. Dissolution of inactive special purpose districts:** \_\_\_\_\_

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7. Adjustment of Impractical boundaries: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8 Incorporation as cities or towns or annexations to cities and towns of unincorporated areas which are urban in character: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Protection of agricultural and rural lands which are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>EXHIBITS</b>
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**See attached Notice of Intention Filing Instructions for explanation of Exhibits A B, C, D, E, and F. Applicable Exhibits must accompany the Notice of Intention document**

**I certify that the above is true and accurate, and that I am an official or employee of the governmental jurisdiction seeking boundary change action or the proponent for the incorporation or formation.**

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person completing this form

\_\_\_\_\_  
Title

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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Names and addresses of other persons who should receive correspondence from the Boundary Review Board  
in regard to this Notice:

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