



ANNEXATION

WHAT

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, processed as a Type IV-A review.

PRIOR TO SUBMITTAL

- Attend a Pre-Application Meeting (TDC 32.110)
 - Notice and host a Neighborhood/Developer Meeting (TDC 32.120)
- Once the application is deemed complete, 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 hearing date.

SUBMITTAL REQUIREMENTS

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

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 (*include 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 consenting 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 or 503.691.3026 to coordinate City Manager signature, prior to recording.

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.

APPROVAL CRITERIA

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

- TDC Chapter 33.010
- Metro Code 3.09
- ORS Chapter 222