

CITY OF WHEELER REQUEST FOR ANNEXATION  
APPLICATION INSTRUCTIONS

1. The following items are necessary to file a Request for Annexation Application:
  - a. a completed and signed application form;
  - b. a filing fee of \$400.00;
  - c. a survey conducted within the last 18 months; and
  - d. a notarized letter signed by all property owners of the property requested to be annexed.

These items must be filed with the office of the City Recorder, City Hall, PO Box 177, Wheeler OR 97147. **All documents attached to the application must be no larger than 11” by 17”.** If you have documents larger than this size you must submit 12 copies with your application.

2. The City Manager will determine that the application is complete and will take the appropriate steps to have the requested annexation placed in the next available City ballot (per Charter requirement).
3. If the annexation is approved by the voters the process continues to step 4 below. If the voters do not approve the annexation, the applicant will be notified in writing. The City will retain all submitted materials.
4. Annexation is a form of Zoning Ordinance Amendment because it involves a Zone Boundary Change. The City works with Tillamook County on an annexation because the property falls under the jurisdiction of the Urban Growth Management Agreement the City has with the County. The Oregon Department of Land Conservation and Development is also involved and requires 45 days notification before the first evidentiary hearing is scheduled. After the property owner, or the property owner’s representative, has met with the City Planner, a schedule of actions and events will be determined. The property owner will be informed of the schedule within seven business days of the meeting with the City Planner. The Wheeler Planning Commission will hold a hearing to determine if the request meets the requirements of the Wheeler Comprehensive Plan. The City Council will hold a hearing before it adopts the annexation ordinance.
5. Annexations are referenced in the Wheeler Zoning Ordinance, Section 1.060. They are also referenced in the following sections of the Wheeler Comprehensive Plan: Introduction, The Planning Process, Housing, Urban Growth Boundary, and Public Facilities. Copies of these sections are attached to these instructions.
6. City Ordinance No. 92-4 states that the fee listed above covers one hour of the City Recorder's time and all of the Office Assistant's time to process the application, and the cost of mailings and publications, except where ORS allows

CITY OF WHEELER REQUEST FOR ANNEXATION  
APPLICATION INSTRUCTIONS

the City to recover those costs. The City Ordinance further states ". . . these fees do not cover the costs of services of an attorney, planner, engineer, or any other person the Recorder finds it necessary to consult with regard to an application. All such costs, plus the cost of the City Recorder's excess time, will be paid by the applicant, and will be paid before City approval is final."

7. The property owner, or the property owner's representative, should attend all hearings to answer any questions and respond to any conditions the hearing bodies may want to add to the application.

attachments: City Charter, page ?  
Wheeler Zoning Ordinance, page 3 (Section 1.060)  
Wheeler Comprehensive Plan, pages 1, 2, 5, 43-45  
Request for Annexation Application  
Urban Growth Management Agreement