

ANNEXATION CHECKLIST

This assumes we are using ORS 222.120 (not 222.125 or 222.170) as the enabling law.

- _____ Application received
- _____ Planner determines application is complete
- _____ Planner holds meeting with property owner or representative
- _____ Planner/City Manager/County Dept. Comm. Dev. Schedule appropriate hearings (1st s/b at least 50 days out to meet DLCD mailing schedule)
- _____ City sends DLCD notice of hearings (green sheet)
- _____ City Planning Commission hearing (to see that Comp Plan complied with)
- _____ County Planning Commission hearing
- _____ County Commissioner hearing
- _____ Determine effective date (ORS 222.040, 222.180(?))
- _____ Publish notice in two successive newspapers and post in four public places in town for same period (ORS 222.120(3))
- _____ City Council hearing (ORS 222.120(2))
- _____ City Council adoption of Ordinance (ORS 222.120(4)(b))
- _____ Notify other public entities by certified mail within 10 days of Ordinance adoption (ORS 222.005)
- _____ Notify Oregon Dept. of Revenue (ORS 222.010(2))
- _____ Notify County Clerk (ORS 222.010(1))
- _____ Notify County Assessor (ORS 222.010(1) and (2))
- _____ Notify Secretary of State (ORS 222.177)
- _____ Request valuation from County Assessor (ORS 222.030)
- _____ Await new map(s) from County Surveyor's Office