



## NOTICE OF INTENT TO ANNEX

City of Ferndale Community Development Department  
2095 Main Street/ PO Box 936  
Ferndale, WA 98248 (360) 384-4006  
[www.cityofferndale.org](http://www.cityofferndale.org)

- An Appointment is Required to Submit Your Application
- A Master Development Application is Also Required

### SUPPLEMENTAL

#### CITY REVIEW PROCESS:

The following information provides a brief description of the preliminary steps in the annexation process. For more detailed information concerning the annexation process, please refer to Title 13, Section 38 of the City of Ferndale Municipal Code.

1. **Pre-Notice of Intent Meeting:** This is a required step in the annexation process in which the applicant meets with City Planning staff to discuss general process issues, area-specific concerns, recommended size and configuration of annexation area, proposed zoning, and other issues or concerns. Call 384-4006 to request a meeting.
2. **Pre-Notice of Intent Neighborhood Meeting:** The applicant shall hold a neighborhood meeting within the City limits or within the annexation area. Meeting preparations and follow-up shall be at the applicant's own expense. Such meeting shall be consistent with the following requirements:
  - a. The applicant shall obtain a list of all property owners within the annexation area and all property owners within 300 feet of the boundaries of the annexation area from the Whatcom County Assessor.
  - b. Notification of the meeting time and place shall be sent by U.S. Mail at least 14 days prior to the meeting to all parties on the above list.
  - c. The applicant shall advertise the meeting time and place in a newspaper of general circulation at least 14 days prior to the meeting.
  - d. Public Notices shall be posted on the annexation site in highly visible locations as determined by Community Development staff.
  - e. Notice of the meeting shall be sent to the Whatcom County Planning Department.
  - f. Affidavits of all posting and mailing shall be submitted to the City.
  - g. A record of the meeting shall be kept in the form of minutes and a summary report should be developed for those minutes.
3. **Notice of Intent to Annex Submittal:** The applicant completes and submits the attached form along with appropriate fees to City staff. Staff must review the materials for completeness. If incomplete, the applicant shall be notified in writing of specific information required to complete the application. Within 30 days of submission of a complete Notice of Intent to Annex staff will present the notice to the City Council for a vote.
4. **Council Action:** If the Council votes to accept the Notice of Intent the applicant may begin to process a "Petition for Annexation." If the Council votes to reject the Notice of Intent the applicant may resubmit a Notice of Intent no sooner than 6 months from the date of the Council's rejection.



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#### SUBMITTALS REQUIRED BY APPLICANT:

A Notice of Intent is not considered complete without all of the following items.

The City will not accept an incomplete notice.

- Summary Report of the Neighborhood Meeting
- List of property owners in the annexation area
  - Mailing addresses and phone numbers
- Accurately drawn and scaled map of the annexation area including proposed zoning
- A legal description of the annexation area
- Copy of annexation notice sent to Whatcom County Planning
- Affidavits of mailing, posting, publishing and neighborhood meeting
- Fee submittal of \$500, or as otherwise required in the City's current Fee Schedule.

#### TO BE COMPLETED BY APPLICANT:

Contact Person: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

I attest that I am the owner of not less than 10-percent of the annexation area based on tax valuation of real property.

Signature of Owner: \_\_\_\_\_