



PETITION TO ANNEX

City of Ferndale Community Development Department
2095 Main Street/ PO Box 936
Ferndale, WA 98248 (360) 384-4006
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 secondary steps in the annexation process. This form assumes the applicant has submitted a "Notice of Intent to Annex" that has been accepted by a majority vote of the City Council. For more detailed information concerning the annexation process, please refer to Title 13, Section 38 of the City of Ferndale Municipal Code.

1. **Petition to Annex:** The applicant shall complete a Petition to Annex (attached).
2. **Fees and Deposits:** The applicant shall submit a fee of \$1,200 and a deposit for processing a fiscal impact analysis as per code, or as otherwise required in the City's current Fee Schedule.
3. **Certificate of Completion:** Within 30 days of submittal of a petition to annex and appropriate fees the City Clerk shall issue a Certificate of Completeness to the proponent(s) of the annexation.
4. **Analysis:** Within 60 days of the issuance of a Certificate of Completeness, the City shall complete a review and analysis of the proposed annexation in conformance of the goals of the Ferndale Municipal Code Section 13.38.020 and 090(5).
5. **Planning Commission Review:** City staff will present the findings of the technical review to the Planning Commission for consideration in a public hearing. The Planning Commission shall decide if the annexation will be forwarded to the City Council for consideration and if so the recommended zoning.
6. **City Council Review:** Assuming a positive review before the Planning Commission, City staff will present the annexation to the City Council in a public hearing, the Council shall vote to accept or reject the annexation.
7. **Boundary Review Board (BRB):** An annexation request approved by the City Council shall be submitted to the BRB by City staff. The proponent shall pay the BRB fee. There is a 45-day period in which any aggrieved party may invoke BRB jurisdiction. If no party requests a review, the 45-day period lapses and the action is deemed approved by the BRB.
8. **Annexation Ordinance:** Upon approval by the BRB, the City Council passes an ordinance formally annexing the land and adjusting the City limits.



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SUBMITTALS REQUIRED OF APPLICANT:

A COMPLETE PETITION INCLUDING A MAP AND A LEGAL DESCRIPTION OF THE ANNEXATION AREA

The City will not accept incomplete petitions

[] Fee Submittal of \$1,200, or as otherwise required in the City's current Fee Schedule.

[] Deposit for fiscal impact review submittal as follows, or as otherwise required in the City's current Fee Schedule:

- For up to 20 acres \$2,500.
- For 20 to 100 acres \$4,500.
- For more than 100 acres \$6,500.

TO BE COMPLETED BY APPLICANT:

Contact Person: _____

Address: _____

Phone #: _____ Phone #: _____ Fax #: _____



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To: The City Council of the City of Ferndale, Washington

We, the undersigned, do hereby petition for the annexation of the area of land, the legal description of which is described in the attached "Exhibit A" which is contiguous to the City of Ferndale, a non-charter code city of the State of Washington, and which is within the City's Short Term Planning Area as identified in the Whatcom County Comprehensive Plan. We, the undersigned, are the owners of not less than 60-percent of the land in value, based on assessed valuation for general taxation of the property for which the annexation is petitioned. A map "Exhibit B" which outlines the boundaries of the property sought to be annexed, accompanies this petition.

Upon annexation of the area that is the subject of this annexation petition, the area will assume it's fair share of the City's indebtedness.

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs when he is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature shall be executed in ink, and shall be followed by a date and address of the signer.

SIGNATURE

PRINT NAME

ADDRESS

DATE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____