



ANNEXATION APPLICATION – Type IV

1. APPLICANT INFORMATION (If a corporation, list all principals)

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

2. AGENT INFORMATION (Owner's consent required)

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

3. PROPERTY OWNER/CONTRACT PURCHASER OF RECORD

Name _____

Address _____

City _____ State _____ ZIP Code _____

Email _____

Telephone Primary _____ Secondary _____

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4. PROJECT DESCRIPTION

Assessor's Map &

Tax Lot(s): _____

Site

Address(es): _____

Gross Acreage: _____

Net Acreage: _____

General Land Use Plan

(GLUP) Map Designation(s): _____

Zoning: _____

Overlay Zone(s)

(if applicable): _____

Southeast Plan Map Designation(s)

(if applicable): _____

List any land use application file numbers (including Pre-Application Conferences) associated with the subject property:

5. REQUIRED SUBMITTALS (Single Sided – Documents Letter Size – Plans 11 x 17)

- ☐ This Application Form (completed and signed)
- ☐ Written findings indicating compliance with all of the criteria contained in Section 10.216(D) (Page 5)
- ☐ Vicinity Map drawn at a scale of 1" = 1,000' identifying the proposed area of annexation and existing city limits.
- ☐ Assessor's Maps of the proposed annexation area. The assessor's maps shall have identified those parcels for which consents to annex have been acquired and adjacent right-of-way to be annexed.
- ☐ Consent to Annex AND Irrevocable Consent to Annex forms completed by all consenting property owners within the proposed annexation area. (Pages 6 and 7)
- ☐ Restrictive Covenant forms waiving Measure 37 claims for combined annexation and zone change, completed and signed by all consenting property owners within the proposed annexation area. (Page 8)
- ☐ Legal description of the annexation area and a map depicting the annexation area.

Note: Prior to submittal of the Annexation application, the applicant shall consult with the Public Works Department on the extent of any adjacent right-of-way that is to be included in the legal description. All legal descriptions shall be reviewed and approved by the Public Works Department prior to submittal of the Annexation application.

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- Specific information on each parcel within the proposed annexation area:
 - Current assessed valuation shown on County Assessor's tax rolls.
 - Acreage of both public and private property, and public right-of-way to be annexed.
 - Map and tax lot number.
- Addresses of all dwelling units and businesses located within the annexation area and names of all residents and whether they are registered voters.
- The following additional information shall also be supplied by the applicant:
 - Existing land uses within annexation area.
 - Existing zoning within the annexation area.
 - Existing improvements such as:
 - water system
 - streets
 - sanitary sewer
 - storm drainage
 - Special Districts within the area such as:
 - water district
 - irrigation district
 - fire district
 - school district
 - Rogue Valley Sewer Services
 - other
 - A completed Confidential Census Information Sheet for each housing unit within the proposed area. (Page 9)
- Include a copy of a deed, or other document, verifying ownership of each property

NOTE: A legal description of the entire area to be annexed will be required once the project area (including any right-of-way) has been determined by Staff. Staff will contact you when the area has been determined. The legal description must be submitted digitally, in either PDF (preferred) or Microsoft Word format.

6. SUBMIT THE APPLICATION AND REQUIRED DOCUMENTS

- Submit the application (plans must be native .pds files, no scans)
 - Via email planning@cityofmedford.org
 - For extra-large files, contact the planning department at planning@cityofmedford.org for a link to upload documents
- Fees
 - [Planning Fee Schedule](#)
 - Planning Fees are due at the time of application submittal

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- Payment options:
 - Checks shall be made payable to *City of Medford*
 - Credit/debit cards are accepted in the planning department, or to pay by phone, call (541) 774-2380

7. I HEREBY STATE THAT THE FACTS RELATED IN THE ABOVE APPLICATION AND THE PLANS AND DOCUMENTS SUBMITTED HERewith ARE COMPLETE, TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature _____ ☐ Applicant ☐ Agent ☐ Owner

**All submittals
must be single
sided**

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MEDFORD LAND DEVELOPMENT CODE SECTION 10.216(D) ANNEXATION APPROVAL CRITERIA

(D) Annexation Approval Criteria. The City Council must find that the following State requirements are met in order to approve an annexation:

- (1) The land is within the City's Urban Growth Boundary,*
- (2) The land is contiguous with the current city limits, and*
- (3) Unless the land being considered for annexation is enclaved by the City or the City chooses to hold an election, a majority of the land owners and/or electors have consented in writing to the annexation per ORS 222.125 or ORS 222.170.*
- (4) For lands added to the Urban Growth Boundary from the Urban Reserve, all of the applicable conditions in Section 2.1.7 of the Urbanization Element of the Comprehensive Plan have been met.*

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CONSENT TO ANNEX

Consent is hereby given to the annexation by the City of Medford, Oregon of the following described real property:

Map and Tax Lot: _____

Address: _____

Legal Description:

in the corporate limits of said city, which is owned by the undersigned

DATED this _____ day of _____, 20____.

STATE OF OREGON)
) ss
County of Jackson)

On this _____ day of _____, 20____, personally appeared

_____,
who, being duly sworn did acknowledge the foregoing instrument to be his/her/their
voluntary act and deed.

Notary Public for Oregon
My Commission expires _____

Filed with the City of Medford this _____ day of _____, 20____.

Planning Director or Designee

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IRREVOCABLE CONSENT TO ANNEX

The undersigned hereby agree (s) that the consent to annexation of the property described as:

Map and Tax Lot: _____

Address: _____

is irrevocable and shall be binding upon our heirs, successors, and assigns forever, being a covenant running with the land. The one-year period prescribed by ORS 222.173 is hereby waived.

DATED this _____ day of _____, 20_____.

STATE OF OREGON)
) ss
County of Jackson)

On this _____ day of _____, 20_____, personally appeared

_____,
who, being duly sworn did acknowledge the foregoing instrument to be his/her/their voluntary act and deed.

Notary Public for Oregon
My Commission expires_____

Filed with the City of Medford this _____ day of _____, 20_____.

Planning Director or Designee

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RESTRICTIVE COVENANT REGARDING ANNEXATION AND ZONE CHANGE

The undersigned is/are the record owner/s of the property described as:

Map and Tax Lot: _____

Address: _____

which is subject to the attached consent to annexation and separate agreement making the consent irrevocable.

As part of the contract consent to annexation and zone change, and in consideration of the city accepting the application for annexation and zone change, the undersigned hereby waives any rights and claims for compensation as a result of the enactment or enforcement of land use regulations by the City of Medford, arising under 2007 Oregon Ballot Measure 37 and future versions thereof.

This waiver shall bind the undersigned, their agents, heirs, successors and assigns, and shall constitute a covenant running with the land, and may be recorded in the official records of the county in which the subject real property is located.

DATED this _____ day of _____, 20_____.

STATE OF OREGON)
) ss
County of Jackson)

On this _____ day of _____, 20_____, personally appeared

who, being duly sworn did acknowledge the foregoing instrument to be his/her/their voluntary act and deed.

Notary Public for Oregon
My Commission expires_____

Filed with the City of Medford this _____ day of _____,
20_____.

Planning Director or Designee

CONFIDENTIAL

Census Form

Use one form per housing unit

City of Medford

Address _____

Housing Type:

- ☐ Single Unit Structure
- ☐ Multiple Unit Structure
- ☐ Trailer or Mobile Home

Tenure:

- ☐ Owner Occupied
- ☐ Renter Occupied
- ☐ Vacant
- ☐ Seasonal

Residents:

Last Name

First Name

Respondent:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

POPULATION RESEARCH CENTER
PORTLAND STATE UNIVERSITY
(503)725-3922