



## **ANNEXATION PACKET**

January 2011

Annexation is the process in which the parcel of property is included in the corporate boundary Of West Sound Utility District. This packet discusses annexation and its process.

**REQUIREMENT:** Prior to receiving water or wastewater service, the subject property shall be annexed into the District, subject to approval by the Kitsap County Boundary Review Board, in the manner required by law. The annexation shall include a service area acceptable to the District. At the sole discretion of the District, the District may not require annexation; however, in that event, the Developer must agree to pay all surcharges for out-of-District service.

**PETITION:** To initiate an annexation process, the property owner(s) need to complete the attached Petition to Annex. The petition describes the property's legal description and contact information about the owner(s). The District will prepare the petition for the property owner(s).

**LEGAL DESCRIPTION:** Kitsap County Public Works determines the adequacy of the legal description. Sometimes, the tax description of the property will suffice. Other times, Kitsap County requires a surveyor to prepare a legal description. This decision will be determined during the process.

**SEPA:** The State Environmental Protection Act (SEPA) requires an environmental checklist and SEPA determination to be made as part of the application process. Typically, the District will complete this form and make the determination. The determination has to be advertised twice in the local newspaper.

**BRB APPLICATION:** The Kitsap County Board of Boundary Review (BRB) shall review the annexation request. The BRB process requires a formal notification letter, maps, and 15 copies of each. Typically, the District will prepare this documentation and submit it.

**FEES:** The following fees have to be submitted with the petition: (These are subject to change)

BRB Application Fee:	\$ 50	
SEPA Fee:	\$ 75	<b>Total Fee: \$125</b> (Non-refundable once the process starts)

**PROCESS:** Once the District accepts the petition, it will determine if it is logical to include the adjacent properties. If so, the District will contact the property owners inviting them to participate. They are not required to do so. Once the actual boundaries are decided upon, the District will complete the SEPA requirements and advertise twice in the local newspaper. After the SEPA appeal period, the District will submit the required notice and 15 copies to the BRB. After the BRB concurs with the annexation, the District will schedule its public hearing. The final action will be to distribute the BRB approval, District resolution to the required local and State agencies. The entire process takes 4 to 6 months.

PETITION FOR ANNEXATION TO  
WEST SOUND UTILITY DISTRICT

Project Name: **SAMPLE PETITION**

The UNDERSIGNED persons and entities petition for annexation into West Sound Utility District of the following describes Kitsap County, Washington real estate:

Situated in Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, W.M.

(Legal Description)

Each signatory represents that they are an owner of the indicated property. The signature requirement for a particular parcel will depend upon the ownership of that parcel. When signing the petition, please keep these rules in mind:

If the property is owned by a corporation, the corporation's president and secretary must sign.

If the property is owned by a general partnership, the petition should be signed by each partner, unless there is a recorded document establishing that a particular managing partner has authority to sign on behalf of the partners as a whole.

If the property is owned by a limited partnership, the general partner of the limited partnership must sign.

If the property is owned by a tenancy in common, each tenant in common must sign.

If any ownership in the real property is held by a martial community, both spouses must sign.

Assessor's Number and Site Address:

Owner's Name and Address:

Signature of Owner and Date:

Dated: \_\_\_\_\_ 2010

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