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## **ANNEXATION PACKET**

Annexation is the process in which a petitioned parcel of property is included in the utility service boundaries 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. 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) will 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 annexation 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 posted twice in the local newspaper.

**BRB APPLICATION:** The Kitsap County Board of Boundary Review (BRB) will review the annexation request. The BRB process requires a formal notification letter, maps and fifteen (15) copies of each submittal. 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):

Annexation Application Fee: \$250 (Non-refundable once the process starts)

**PROCESS:** 1.) Once the District accepts the petition, the District will determine if it is logical to include any adjacent properties. If so, the District will contact the adjacent property owners inviting them to participate. They are, however, not required, to participate. 2.) Once the actual boundaries are determined, the District will complete the SEPA requirements and post notice(s) in the local newspaper. 3.) After the SEPA appeal period, the District will submit the required notice and copies to the BRB. 4.) After the BRB concurs with the annexation, the District will schedule a public hearing. 5.) The final action will be to distribute the BRB approval and record with Kitsap county the District's resolution approving the annexation to the required local and State agencies. The entire process generally takes three (3) to five (5) months.

West Sound Utility District recommends that you retain a copy of this completed form for your personal records.



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**PETITION FOR ANNEXATION TO  
WEST SOUND UTILITY DISTRICT**

**Project Name:** \_\_\_\_\_

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

Situated in Section \_\_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_

**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, the following conditions apply:

- 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 Parcel Number and Site Address: \_\_\_\_\_

\_\_\_\_\_

Owner’s Name and Address: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Date