



Annexation Application

Dallas Planning Department

Type IV

Official Use Only:
File No.: _____
Date: _____
Fee: _____ PAID

Properties located within the Dallas Urban Growth Boundary (UGB) that are contiguous with the city limits may submit an application for ANNEXATION to the City of Dallas to be incorporate inside the city limits. Annexation is often a prerequisite to obtain access to city services such as water and sewer service, and to provide for the orderly transition and rezoning of land for urban development. A Pre-application Conference to discuss the annexation review criteria and approval process is required before an application is submitted.

To request annexation of a property, please return a completed application form with attachments, and the required fee to the Dallas Planning Department, Dallas City Hall, Second Floor, 187 SE Court Street, Dallas, Oregon 97338.

Section 1 – Applicant Information

Name(s): _____
Mailing Address: _____
Email: _____
Phone Number: _____ Cell Number: _____

Section 2 – Property Owner Information (If not applicant)

Property Owner(s): _____
Mailing Address: _____
Email: _____
Phone Number: _____ Cell Number: _____

Section 3 – Project Description

Please describe your project: _____

Site Address: _____ Total Land Area: _____
Assessor Map/Taxlot No. _____ Zoning: _____
Present Use of Property: _____

Section 4 – Application Submittal Information

Please submit one electronic copy (PDF format preferred) and one paper copy of the information listed below:

- Completed application form;
- Required fee;
- Consent to annexation which is non-revocable for a period of one year from its date;
- Agreement to deposit an amount sufficient to retire any outstanding indebtedness of special districts defined in Oregon Revised Statutes (ORS) 222.510.
- Boundary description and map prepared by a registered land surveyor that conforms to ORS 308.225. The boundaries shall be surveyed and monumented as required by statute subsequent to Council approval of the proposed annexation.
- Written findings addressing the criteria found in Dallas Development Code Section 4.10.030 (see page 3 of this application).
- Application by the property owner for a zone change and, if applicable, a Comprehensive Plan amendment.

Section 5 – Signatures Required

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge:

PROPERTY OWNER(S):

_____ Date: _____

_____ Date: _____

APPLICANT(S)

_____ Date: _____

_____ Date: _____

Section 6 – Review and Approval

Official Use Only

Approved Denied Reason for Denial: _____

Address Modification Required: Yes No

If yes, Add Remove _____
(Address)

Staff Signature: _____ Date: _____



Annexation Application – Type IV

Dallas Development Code

Chapter 4.10

4.10.015 Procedure

All annexations shall be processed in the same manner as a Type IV procedure, with the exception that the requirements of state law regarding annexations shall be met.

4.10.050 Statutory Procedure

The applicant for the annexation shall also declare which procedure, under ORS Chapter 222 the applicant proposes that the City Council use, and supply evidence that the approval through this procedure is likely.

4.10.030 Approval Criteria

An annexation may be approved if the proposed request for annexation conforms, or can be made to conform through the imposition of conditions, with the following approval criteria:

- A. The land is within the City's Urban Growth Boundary.
- B. The proposed zoning for the annexed area is consistent with the Comprehensive Plan, and a project, if proposed concurrently with the annexation, is an allowed use within the proposed zoning.
- C. The land is currently contiguous with the present City Limits.
- D. Adequate City facilities can and will be provided to and through the subject property, including water, sanitary sewer, and storm drainage.
- E. The annexation is consistent with the annexation policies contained in the Comprehensive Plan.
- F. Within Mixed Use Nodes, annexation shall only be permitted in conjunction with a Master Plan application submitted pursuant to Chapter 4.5.

4.10.035 Boundaries

When an annexation is initiated by a private individual, the Planning Official may include other parcels of property in the proposed annexation to make a boundary extension more logical and to avoid parcels of land which are not incorporated but are partially or wholly surrounded by the City of Dallas. The Planning Official, in a report to the Planning Commission and Council, shall justify the inclusion of any parcels other than the parcel for which the petition is filed. The purpose of this section is to permit the Planning Commission and Council to make annexations extending the City's boundaries more logical and orderly.