

# WASHINGTON STATE BOUNDARY REVIEW BOARD FOR CHELAN COUNTY

## NOTICE OF INTENTION FILING INSTRUCTIONS

Please submit this Notice of Intention form and the Exhibits listed below to the Boundary Review Board Office: care of: Chelan County Treasurer, 350 Orondo Avenue, Level 2, Suite 203, Wenatchee, WA 98801. (509) 667-6405, for determination of sufficiency by the Chief Clerk of the Board. Please submit the original with all exhibits, and the required \$50.00 filing fee.

The Notice of Intention is to be completed by an elected official or employee of the governmental jurisdiction that is seeking the proposed annexation or boundary change or the proponent in the case of incorporation or formation.

The following items must be submitted and labeled as follows, pursuant to the adopted Rules of Practice and Procedure (III):

- **EXHIBIT A** A copy of the legal description of the boundaries of the area involved in the proposed action verified by the Chelan County Assessor's Office.
- **EXHIBIT B** A Chelan County Assessor's map on which the boundary of the area involved in the proposal and the size in acres must be clearly indicated. Include a list of all parcel numbers for lots in proposed area.
- **EXHIBIT C** A vicinity map or series of maps no larger than 11 x 17
  1. The boundary of the area involved in the proposal and the size in acres.
  2. The current corporate boundaries of the proposing entity.
  3. Existing water & sewer service area boundaries of the proposing entity as it relates to the subject annexation area.
  4. Major physical features such as streets and highways, railways public facilities, etc.
  5. The boundaries of cities or special purpose districts having jurisdiction in or near the proposed area.
  6. The location of the nearest service point(s) for the required utility services to the area. Show existing and proposed water/sewer lines and diameter.
  7. The Chelan County zoning, Comprehensive Plan designation, Urban Growth Area Boundary, and proposed city plan and zoning designations.
  8. Floodways or floodplains and all critical areas.
- **EXHIBIT D** Documentation of the process: copy of the petition; proof of assessed valuation; copy of Determination of Sufficiency from Assessor's Office; affidavit of publication of public hearing notice; copy of the minutes of public hearing; a signed and certified copy of the resolution accepting the proposal as officially passed, with effective date.

- **EXHIBIT E** A copy of the Threshold Determination and completed SEPA checklist pertaining to the proposed BRB action with full explanations. Include the list of persons who were sent the checklist and all written comments from governmental agencies and the general public.

**NOTE:** *This is NOT to be completed by municipalities for annexation purposes.*

- **EXHIBIT F** A copy of any Interlocal agreements entered into under RCW 39.34 (Interlocal Cooperation Act) and under RCW 36.115 (Service Agreements) establishing which jurisdictions should provide various local government services and facilities and how those services and facilities will be financed.

**MUNICIPAL INCORPORATIONS:** Exhibits A, B, C, a copy of assessed valuation and a copy of the petition calling for the incorporation as required.

# WASHINGTON STATE BOUNDARY REVIEW BOARD FOR CHELAN COUNTY

## NOTICE OF INTENTION

for office use only:

**BRB FILE #** \_\_\_\_\_

1. Name of City, Town or special purpose district:

\_\_\_\_\_

2. Action Sought:

☐

Annexation

☐

Formation of a Special Purpose District

☐

Incorporation

☐

Other Boundary Change

☐

Merger/Consolidation of Special Purpose District

☐

Dissolution of Special Purpose District

☐

Water or Sewer Extension \_\_\_\_\_ Size of Water Line \_\_\_\_\_ Sewer  
Line

3. Briefly describe proposal: \_\_\_\_\_

4. Method used to initiate the proposed action: ☐ Petition ☐ Election ☐ Resolution

5. State statute under which action is sought: \_\_\_\_\_

## FACTORS THE BOARD MUST CONSIDER

### POPULATION AND LAND USE:

1. Provide the following information:

POPULATION OF PROPOSED AREA			POPULATION OF EXISTING ENTITY	
	EXISTING	10-YEAR PROJECTION	EXISTING	10-YEAR PROJECTION
People				
Residences				
Businesses				

2. What source is the basis for this projection information?

\_\_\_\_\_

3. Existing land use of the proposed area

\_\_\_\_\_

4. Existing land use of the area surrounding the proposal within 1000 feet: \_\_\_\_\_

5. Are all surrounding & interior roads included in the annexation? ☐ Yes ☐ No  
If no, why not?  
\_\_\_\_\_

6. Is there new residential, commercial, or industrial development that is associated with this proposal?  
\_\_\_\_\_

If yes, describe any projects being considered or proposed:  
\_\_\_\_\_  
\_\_\_\_\_

7. If the proposal is approved, will there be land use changes within the next 18 months?

○ Land Use  
\_\_\_\_\_

○ Zoning  
\_\_\_\_\_

○ Comprehensive Plan  
\_\_\_\_\_

8. Has the proposed area been the subject of land use action by Chelan County in the last 6 years?  
\_\_\_\_\_

If so, please explain  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. a. Chelan County Comprehensive Plan designation for the proposed area:  
\_\_\_\_\_

b. For surrounding areas within 1000 feet:  
\_\_\_\_\_

c. Chelan County Zoning for the proposed area:  
\_\_\_\_\_

d. For surrounding areas within 1000 feet:  
\_\_\_\_\_

10. Does your jurisdiction have an adopted comprehensive plan? \_\_\_\_\_ Date Adopted:  
\_\_\_\_\_

11. Describe how this proposal is consistent with the adopted comprehensive plan:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Proposed city zoning upon annexation:  
\_\_\_\_\_

12. Has any portion of this area been previously reviewed by the Boundary Review Board? \_\_\_\_\_

Explain: \_\_\_\_\_

13. Describe the following as required by RCW 36.93.170 and the effects on land use, accessibility and potential development:

a. Topography:

\_\_\_\_\_

b. Natural Boundaries:

\_\_\_\_\_

c. Drainage Basins:

\_\_\_\_\_

14. Is the proposed area within the Urban Growth Area for your municipality?

\_\_\_\_\_

## MUNICIPAL SERVICES

1. What services will be provided in the proposed area?

	EXISTING PROVIDER	PROPOSED PROVIDER	TIME FRAME for SERVICES	HOW FINANCED
Water				
Sewer				
Fire				
Stormwater				
Roads				
Parks				
Police				
School				
Library				

2. Does your jurisdiction have a current Capital Facilities Plan?

\_\_\_\_\_

Does it consider the proposed area?

\_\_\_\_\_

3. Describe the effect your jurisdiction's ordinances, governmental codes, regulations and resolutions will have on existing uses in the proposed area:

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4. Describe the probable future needs for services and additional regulatory controls in the area?

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5. Describe the probable effects of the proposal on the cost and adequacy of services and regulatory controls:

- a. In the proposed area?

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- b. In the adjacent area?

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6. Estimate the following to be incurred under the proposal:

- a. Proponent Expenditures to be incurred:

\$ \_\_\_\_\_

- b. Proponent Revenues to be gained:

\$ \_\_\_\_\_

- c. County Revenue Lost:

\$ \_\_\_\_\_

- d. County Expenditure Reduction:

\$ \_\_\_\_\_

- e. Fire District Revenue Lost:

\$ \_\_\_\_\_

- f. Fire District Expenditure Reduction:

\$ \_\_\_\_\_

- g. Financial Impact to Special Districts (library, parks, hospital):

\$ \_\_\_\_\_

7. What is the future impact of your proposal on the school district?

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## ENVIRONMENTAL INFORMATION

1. Is there an existing environmental review pertinent or related to this proposal? ☐ Yes ☐ No  
If No, answer questions 2 through 5.
2. Expected impact of any proposed development to adjacent roads and highways: \_\_\_\_\_  
\_\_\_\_\_
3. Expected impact of any proposed development on air quality:  
\_\_\_\_\_
4. Does the area under consideration contain “critical areas”? (floodplain, wetland, steep slope wildlife habitat area etc.):\_ \_\_\_\_\_  
\_\_\_\_\_

## OBJECTIVES OF THE BOUNDARY REVIEW BOARD

**Describe fully which objectives of RCW 36.93.180 this proposal meets and which objectives this proposal does not meet. Please give your reasons for each of the objectives chosen:**

1. Preservation of natural neighborhoods and communities:  
\_\_\_\_\_
2. Use of physical boundaries, including but not limited to bodies of water, highways, and land contours:  
\_\_\_\_\_
3. Creation and preservation of logical service areas:\_ \_\_\_\_\_  
\_\_\_\_\_
4. Prevention of abnormally irregular boundaries:  
\_\_\_\_\_
5. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand (10,000) population in heavily populated urban areas:  
\_\_\_\_\_
6. Dissolution of inactive special purpose districts:\_ \_\_\_\_\_  
\_\_\_\_\_

7. Adjustment of impractical boundaries:

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8. Incorporation as cities or towns or annexation to cities and towns of unincorporated areas which are urban in character:

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9. Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority:

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## EXHIBITS

See attached **Notice of Intention Filing Instructions** for explanation of Exhibits A, B, C, D, E, and F. Applicable Exhibits must accompany the Notice of Intention document.

**I certify that the above is true and accurate, and that I am an official or employee of the governmental jurisdiction seeking boundary change action or the proponent for the incorporation or formation.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person completing this form

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Mailing Address

Names, Addresses and Email Addresses of other persons who should receive correspondence from the BRB in regard to this Notice:

\_\_\_\_\_

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