

**ANNEXATION APPLICATION**

**CITY OF HUBBARD**

3720 2<sup>nd</sup> Street (P.O. Box 380)  
Hubbard, OR 97032  
Phone: (503) 981-9633; Fax: (503) 981-8743  
<http://www.cityofhubbard.org>

To Be Filled Out by Staff:

FILE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEE: \_\_\_\_\_  
RECEIPT NO: \_\_\_\_\_

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APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_  
(if different from above)

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENGINEER/SURVEYOR: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OTHER DESIGN PROFESSIONAL: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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**GENERAL INFORMATION:**

SITE ADDRESS: \_\_\_\_\_

MAP PAGE AND TAX LOT NO: \_\_\_\_\_

LEGAL DESCRIPTION (attach additional sheet, if necessary): \_\_\_\_\_

ASSESSED VALUATION (attach Assessor's printout): \_\_\_\_\_

EXISTING ZONING DESIGNATION: \_\_\_\_\_

PROPOSED ZONING DESIGNATION: \_\_\_\_\_

EXISTING COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

PROPOSED COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

DATE: 9/19/08



CURRENT USE/STRUCTURES: \_\_\_\_\_

SQUARE FOOTAGE OF SITE: \_\_\_\_\_

ACREAGE OF SITE: \_\_\_\_\_

PROPOSED USE/DENSITY AFTER ANNEXATION: \_\_\_\_\_

TOPOGRAPHY: \_\_\_\_\_

NATURAL FEATURES/HAZARDS OF THE SUBJECT SITE: \_\_\_\_\_

\_\_\_\_\_

PUBLIC UTILITY PROVIDERS (gas, electric, water, sewer, telephone): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

Please submit one (1) paper copy and one (1) electronic copy (PDF format preferred) of the following application materials:

- 1. A current title report,
- 2. A copy of the most recent deed for the property,
- 3. A legal description of the area subject to annexation, and
- 4. A legible site plan drawn to scale on 8 ½ x 11 or 11 x 17 inch paper, or eight (8) full size copies (typically 18 x 24 inches or larger) that shows the following information:
  - The name, address, and phone number of the applicant engineer, land surveyor or person preparing the application,
  - Vicinity sketch showing location of the proposed annexation,
  - Existing vegetation, trees, or other important natural features,
  - Existing structures and improvements (including utilities),
  - Assessor's map and tax lot numbers for each parcel,
  - Gross acreage of property being annexed,
  - Direction of drainage,
  - Location of existing streets, sewer, water, public utilities, and drainage structures and the size of the facilities,
  - Any other legal access to the parcel other than a public street,
  - Areas of site with slopes 10 percent or greater,
  - All areas of public dedication, and
  - Location and purpose of any existing or proposed easements.

DATE: 9/19/08

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT; AND THAT THE REQUEST DOES NOT VIOLATE ANY DEED RESTRICTIONS THAT MAY BE ATTACHED OR IMPOSED UPON THE SUBJECT PROPERTY. (NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.)**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

DATE: 9/19/08