

TRANSMITTAL



DATE: November 27, 2017

JOB #: 6462

TO: Chris Workman
Planning Department
City Hall
980 Applegate Street
Philomath, Oregon 97370

PROJECT: Chapel Drive

FROM: Brandie Dalton, Land-Use Planner

RE: *CHAPEL DRIVE ANNEXATION APPLICATION*

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> ENCLOSED | <input type="checkbox"/> PLANS | <input type="checkbox"/> FOR APPROVAL | <input type="checkbox"/> FOR VERIFICATION |
| <input type="checkbox"/> CHECKS INCLUDED | <input type="checkbox"/> DOCUMENTS | <input type="checkbox"/> FOR YOUR USE | <input type="checkbox"/> REVISE & RETURN |
| <input type="checkbox"/> PER YOUR REQUEST | <input type="checkbox"/> FOR SIGNATURE | <input type="checkbox"/> FOR FINAL DISTRIBUTION | <input type="checkbox"/> OTHER |

COPIES	No.	DESCRIPTION

MESSAGE: ENCLOSED IS AN ANNEXATION APPLICATION FOR PROPERTY ON CHAPEL DRIVE (12 50 7/TAX LOTS 504).

SIGNED: 

bdalton@mtengineering.net



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148; 541-929-3044 FAX
www.ci.philomath.or.us

ANNEXATION APPLICATION

Fee: \$2,850 + \$60/acre + Election Deposit (TBD)

Applicant(s)

Name: Millersburg Land and Development, LLC Business Phone: 503-504-2499
Address: PO Box 2375 Home Phone: 503-572-6442
Clackamas, OR 97015

Name: Brandie Dalton Business Phone: 503-363-9227
Address: Multi/Tech Eng. - Land-Use Planner Home Phone: _____
1155 SE 13th St, Salem, OR 97302

Interest in Property (Owner, Purchaser, Agent, etc.): Millersburg Land + Development LLC

Other individuals you would like to be notified concerning this application:

<u>Name</u>	<u>Address</u>

General Property Information

Street Address: Chapel Drive City Zoning: R-1
Assessor's Map/Tax Lot: 125070000504 County Zoning: LDR
Existing Structures: Vacant
Current uses(s) of the property: Vacant
Describe the proposed request: Annexation
See Attached Narrative

ADDITIONAL RESPONSIBILITIES OF THE APPLICANT


It is the responsibility of the applicant to determine if wetlands are present on the property and to contact the appropriate state and federal permitting agencies prior to applying for a development permit from the City. If hydric soils are present on the property or if the property contains a wetland designated on the National Wetlands Inventory Map, the applicant must submit documentation to the City that: (1) A permit has been applied for from the Oregon Division of State Lands; or (2) the Division of State lands has determined that no permit is necessary for the project.

City staff will assist the applicant in determining if the property contains hydric soils or is identified on the National Wetland Inventory Map, but the City has no responsibility for determining if wetlands are present or if a state or federal permit is required.

SIGNATURE(S)

All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

I hereby certify that the information contained in this application is accurate to the best of my knowledge, and that the proposed use would not violate any deed restrictions attached to the property.

 Member

Date 11/21/17

Date: 11/21/17

PROCESSING INFORMATION

This application will be reviewed at a public hearing before both the Planning Commission and City Council. Surrounding property owners who are entitled to individual notice will be notified of the application and given an opportunity to submit evidence and testify at the hearing. The City will send notices of pending action and final decision to the applicant, other local government agencies involved in the processing of the application, surrounding property owners who received an initial notice, and all other persons who participate in the proceedings.

Anyone who participated may appeal the final decision of the City Council to the Land Use Board of Appeals (LUBA).

-----For Office Use Only -----

Date application rcv'd: _____ Receipt #: _____ By: _____

File Number: _____ Date application deemed complete: _____

GENERAL INFORMATION

The process of annexation of land to the City allows for orderly expansion of the City and for the adequate provision of public facilities and services. The City Charter requires that annexation, delayed annexation, and/or extension of City services beyond City boundaries may only be approved by a majority vote of the electorate.

REQUIRED APPLICATION INFORMATION

1. Written consent to the annexation signed by the requisite number of affected property owners, electors, or both, to dispense with an election within the territory to be annexed, as provided by state law.
2. A legal description of the property to be annexed.
3. A map of the area to be annexed, including adjacent City territory.
4. Sufficient information for City staff to allow for the completion of an impact analysis on existing water supply and facilities, and existing sewer, drainage, transportation, park and school facilities. In addition, City staff shall project what additional facilities will be required to serve the development described in the conceptual plan and, if necessary, how such facilities will need to be phased in over time.
5. A statement outlining the method and source of financing required to provide additional facilities.
6. A conceptual development plan shall be provided by the applicant and shall include the following:
 - i. A scale drawing of the site showing: the types and intensities of proposed development; existing streets that will be used for access and those streets that may need to be developed for access; the location of water courses and other significant natural features; location of existing and necessary extension of public water, sanitary sewer, and storm drain facilities; and, existing uses and zoning on adjacent properties.
 - ii. The conceptual development plan shall contain sufficient detail on the actual or proposed site uses to allow City staff the opportunity to analyze the development's demand for new public infrastructure systems, as well as assess the impact on existing systems. Staff may develop hypothetical site design scenarios or model development at densities other than those proposed by the applicant to assess impact on public infrastructure.
7. A statement indicating the type and nature of any Comprehensive Plan text or Map amendments or Zoning Ordinance or Zoning Map amendments that may be required to complete the planned development.
8. The application fee established by the City. In addition to the application fee, the Planning Official shall require a deposit that is adequate to cover any and all election costs.

CONSENT TO ANNEXATION
For contiguous property

To the Council of the City of Philomath, Oregon:

We, the undersigned property owners of the land described in the Annexation Application, agree and consent to Millersburg Land and Development LLC applying for the annexation of the described property hereby attached in Exhibit A to the City Philomath.

Street address of property: Chapel Drive

Assessor's Map/Tax Lot: 125070000504

Owner Chapel Drive LLC:

DocuSigned by:

Adam Lowther

Managing Member Date: 11-21-2017 | 6:54 PM PST

079E35C7B1204AC

Adam Lowther

DocuSigned by:

Deana Lowther

Managing Member Date: 11-21-2017 | 7:36 PM PST

361031925E4044A

Deana Lowther