

1333 NW Eastman Parkway, Gresham, Oregon 97030 www.GreshamOregon.gov/UDP

#### **General information**

Annexation into the City of Gresham can be initiated by a property owner if the property is contiguous to the existing City limits. Multiple parcels can be processed as a single application as long as the parcels are contiguous.

There are two types:

1

## **Expedited annexation**

An application can be submitted if it includes petitions with written consent of 100% of property owners and 50% of registered voters in the affected area. No public hearing is required, but a 20-day notice of City Council's decision date is required.



#### ) Standard annexation

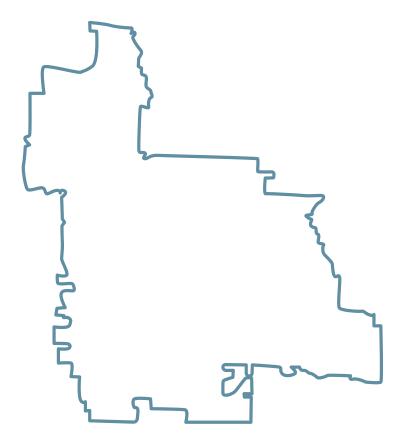
An application can be submitted if it includes petitions with written consent of 50% of property owners and 50% of registered voters in the affected area. A 45-day notice of the City Council hearing is required.

#### Code

Information about Annexations can be found in **Appendix 1** of the Gresham Community Development Code. The narrative statement must address all criteria listed in **A1.006**.

## **Application materials**

- Current fees.
- A completed pre-application meeting form.
- Narrative statement.
- Six copies of a site plan showing:
  - Subject parcels
  - · Existing streets



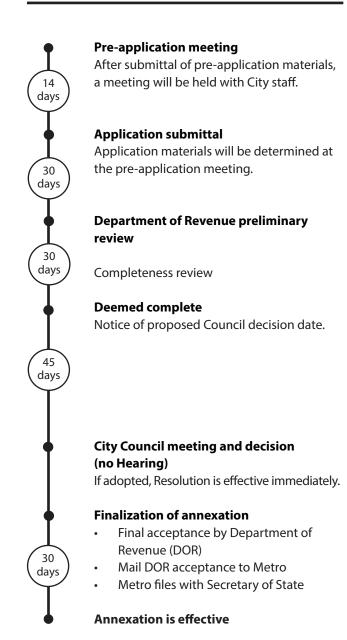


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#### Standard annexation

## **Pre-application meeting** After submittal of pre-application materials, a meeting will be held with City days staff. **Application submittal** Application materials will be determined at the pre-application meeting. 30 days **Department of Revenue preliminary** review 30 days Completeness review **Deemed complete** Notice of proposed Council decision date. 45 days **City Council Hearing** days **Council approval of ordinance** (if adopted) **Finalization of annexation** Final acceptance by Department of Revenue (DOR) Mail DOR acceptance to Metro 30 Metro files with Secretary of State days Annexation is effective

### **Expedited annexation**





# **PRE-APPLICATION MEETING FORM**

File#

Planner

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INFORMATION		Office use only:	
Site street address/location		Project #	Work order #
		Pre-application date and time	
Name of owner	Name of applicant (if different than owner)	Land Use Designation	
Name of firm	Name of firm	Special Purpose Overlay districts	
Phone	Phone	Permit Services staff	
Email	Email	Date received	
PROPOSAL SUMMARY			
NOTE: This does not take the place of a more detailed narrative description.		Previous land use actions	