



City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221 www.daytonoregon.gov

Annexation Proposal or Initiation

General Information

The boundary of the City may be extended by the annexation of territory not within the City limits and which territory is within the urban growth boundary and contiguous to the City or separated from it by a stream or right-of-way.

Review Criteria

Annexation proposals or initiations should address the criteria stated in Dayton Municipal Code (DMC) Section 7.3.113.02(B) and be in conformance with the City's comprehensive plan.

Submittal Requirements

- One (1) copy of the Annexation application form with signatures of all property owners. Original signatures for all property owners must be provided. This information will be reproduced so please print clearly using black or blue ink.
- One (1) copy of the deed for each tax lot involved.
- One (1) copy of the title report for each tax lot involved
- Two (2) copies of a Preliminary Site Plan, that show a minimum of the following:
 - Existing structures on properties involved
 - Existing and proposed property lines and dimensions
 - Existing easements and/or Proposed easements
 - Setbacks to existing and proposed property lines
 - Existing and Proposed areas of properties involved
 - The approximate location of existing streets and/or right-of-ways adjacent to the subject properties
 - Existing improvements on the property
 - Map and Tax Lot numbers or tax account numbers for subject properties
 - North arrow
 - Scale (the preferred scale is 1 inch equals 20 feet) on paper a minimum size of 11 x 17
- Application Fee made payable to the City of Dayton.

General Annexation Procedure

After a complete annexation proposal or initiation has been submitted and accepted by the City of Dayton, a hearing with the Planning Commission will be scheduled. The Planning Commission shall hear testimony and shall recommend approval or denial of the proposed annexation. A written recommendation will be submitted to the City Council within 10 days following the hearing. A public hearing before the City Council will be scheduled. The Council can sustain or reverse the Planning Commission's recommendation. Upon approval of an annexation proposal, the Council can proceed with annexation approval via election or ordinance.

Completion

The City shall report all changes in the boundaries or limits of the City to the County Clerk and County Assessor within 10 days from the effective date of the change of any boundary lines. The annexation shall be complete from the date of filing with the Secretary of State as provided in ORS 222.150, 222.160, 222.170, 111.900 and Dayton Municipal Code subsection 7.3.113.07(B). The date of such filing shall be the effective date of annexation, provided such filing is not made later than 90 days prior to any general or primary election; otherwise, the effective date will be the day after the primary or general election.



Annexation Application

416 Ferry St - PO Box 339
Dayton, OR 97114
503 864-2221
www.daytonoregon.gov
cityofdayton@daytonoregon.gov

APPLICANT

Name of Applicant: _____

Mailing Address: _____ City: _____

ST: _____ Zip: _____ Telephone Number: _____ Cell Number: _____

Email Address: _____

Applicant Signature: _____ Date: _____

PROPERTY TO BE ANNEXED - PARCEL/PROPERTY

Site Address or Location: _____

Map & Tax Lot Numbers of all property to be annexed: _____

Total Square Footage or Acreage of proposed property to be annexed: _____

Current Zoning: _____ Proposed Zoning: _____

Property Owner (If different) from Applicant: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Email Address: _____

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

I/We the above signed Property Owner(s), consent to the annexation request of mine/our property as shown on the attached map.

Summary of Request:

For Office Use

Approved by: <input type="radio"/> City Manager <input type="radio"/> City Planner <input type="radio"/> Public Works Director <input type="radio"/> City Engineer <input type="radio"/> Fire District					
Pre-Application Date:		Comments:			
Planning Commission Hearing Date:			City Council/Public Hearing Date:		
Annexation by: <input type="radio"/> Ordinance <input type="radio"/> Election		Effective Date:		Date filed with County Clerk:	
Date filed with County Assessor:		Ordinance #:		Date filed with Secretary of State:	
Date Additional Fees Paid in Full:					

City of Dayton

Consultants (please list all that apply)

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Planning Engineering Surveyor Other _____

Firm/Business Name: _____ Contact Person: _____

Physical Address: _____ City: _____ ST: _____ Zip: _____

Mailing Address: _____ City: _____ ST: _____ Zip: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

Dayton's Municipal Code (DMC) is available Online at <https://dayton.municipalcodeonline.com/>

Section 7.3.113, Annexations, of the DMC may be found at:
https://dayton.municipalcodeonline.com/book?type=ordinances#name=7.3.113_Annexations

City of Dayton Public Works Design Standards may be found at
https://www.daytonoregon.gov/page/public_works_design_standards