



# LAND USE APPLICATION

City of Dallas  
187 SE Court Street  
Dallas, OR 97338 • 503-831-3571

**PLEASE TYPE OR PRINT IN INK ONLY**

## FOR STAFF USE ONLY

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> SITE PLAN REVIEW:<br>__ PARKING<br>__ SITE DEVELOPMENT                 | <input type="checkbox"/> CONDITIONAL USE (Type III)<br><input type="checkbox"/> SUBDIVISION (Type III)<br><input type="checkbox"/> PARTITION (Type III)<br><input type="checkbox"/> VARIANCE (Type III)<br><input type="checkbox"/> ANNEXATION (Type IV)<br><input type="checkbox"/> COMP PLAN (Type IV)<br><input type="checkbox"/> ZONE CHANGE (TYPE IV)<br><input type="checkbox"/> UGB EXPANSION (TYPE IV) | File No: _____<br>Date Received: _____<br>Fee \$ _____<br>Hearing Date: _____<br>Staff Member: _____<br>Zone: _____<br>Comp. Plan: _____ |
| <input type="checkbox"/> LOT LINE ADJ (Type I)<br><input type="checkbox"/> ADJUSTMENT (Type II) |  |  |

## APPLICANT INFORMATION

◆ Applicant-Please attach the following **required** information to this Land Use Application:

### Initial

- \_\_\_ \$100 Pre-application Conference Fee, only as applicable. (DDC 1.3.30)
- \_\_\_ Completed Supplemental Application.
- \_\_\_ Supplemental Land Use fee.
- \_\_\_ Property deed with legal description. Land divisions also require a preliminary title search.
- \_\_\_ Plot Plan drawn to scale and a copy of any related information and/or maps. (No larger than 11"x17".)

**Project Description** \_\_\_\_\_  
\_\_\_\_\_

**Site Address** \_\_\_\_\_ **Total Land Area:** \_\_\_\_\_

**Present Use of Property** \_\_\_\_\_  
\_\_\_\_\_

**OWNER(S):**  
**Name(s)** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **ST** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Owner Phone:**      **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Home** \_\_\_\_\_

**APPLICANT(S): (if not owner)**  
**Name(s)** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **ST** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Applicant Phone:**      **Work** \_\_\_\_\_ **Mobile** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Home** \_\_\_\_\_

**Applicant is:**     Legal Owner     Contract Buyer     Option Buyer     Agent

I hereby certify the statements contained herein, along with the evidence submitted, are in all respects true and correct to the best of my knowledge.

<b>Signatures (Required):</b>				
<b>Owner(s)</b>	<b>Date</b>	<b>Applicant(s)</b>	<b>Date</b>	
_____	_____	_____	_____	



**ANNEXATION PROCEDURE**  
**(Including Withdrawal from Fire District)**

**I. WHEN INITIATED BY PROPERTY OWNER:**

Prior to City Council proceedings on annexation of territory that is contiguous to the existing City limits, property owners must complete a “Consent to Annexation and Withdrawal from SW Polk Country Rural Fire Protection District Petition” form (attached) and pay a non-refundable fee.

For the City Council to proceed without holding an election in the territory being considered for annexation and withdrawal from the Fire Protection District, **consent forms must be signed by more than one half of the owners of the property proposed to be annexed, who also own more than one-half of the land which is contiguous to the property proposed to be annexed, and which is more than one-half of the assessed value of the contiguous property (referred to as a triple majority annexation) or by a majority of the electors registered in the territory to be annexed and the owners of more than half the land in that territory (referred to as a double majority annexation).** If less than 100% of the owners of the property proposed to be annexed consent to the annexation, the proposal is to be reviewed by the City Attorney before it is sent to the Council.

In addition to the consent form, a report must be filed with the City Manager stating the assessed value of the real property in the territory being considered for annexation. This information can be obtained at the Polk County Assessor’s office or by a letter requesting this information from the Assessor (sample letter attached).

**II. CITY COUNCIL PROCEDURE:**

After receiving the request for annexation and withdrawal from the Fire Protection District, the City Council will set a public hearing to consider the proposed annexation and withdrawal and will advertise with two legal notices.

**3.14.40 Review Criteria.**

The City Council may approve annexation requests when the following annexation criteria are satisfied:

- (1) **Dallas Comprehensive Plan.** The proposal is consistent with the Dallas Comprehensive Plan, Volume I, Goals and Policies, Policy 6.2.1, Conversion to Urban Uses.
- (2) **Mixed Use Nodes.** Within Mixed Use Nodes, the annexation shall comply with relevant provisions of Chapter 3.9.90, Adequate Public Facilities Requirements.
- (3) **Adequate Public Facilities & Level-of-Service Standards.** For all areas, the standards of the Comprehensive Plan shall be met, or can be met.
- (4) **Deficient Areas.** Public facilities deficiencies for specific areas, as described in the Dallas Comprehensive Plan, shall be resolved to the satisfaction of the Development Official. For guidance in this regard, see Chapter VII, Public Facilities Plan, Volume II, Background, of the Dallas Comprehensive Plan; and Map 9, Public Facilities Deficient Areas, of the Dallas Comprehensive Plan.

The City of Dallas Comprehensive Plan provides policies and guidelines for annexation of property. From Section IV, Land Use Element, page 9: “Only lands with immediate access to urban facilities or land serviceable within a reasonable length of time will be considered for annexation.” and “The City shall not encourage ‘panhandle’ annexations, except in extraordinary circumstances such as in the case of health hazard annexations.”

After holding the public hearing, the Council can direct the City Manager to prepare an ordinance annexing the territory and withdrawing it from the Fire Protection District. The ordinance must be read at two consecutive meetings of the City Council before a final vote can be taken to pass the ordinance. The ordinance will become effective 30 days after passage.

The entire process is normally completed within 90 days.

**SAMPLE LETTER REQUESTING  
COUNTY ASSESSOR TO PROVIDE STATEMENT  
OF ASSESSED VALUE**

Date:

Polk County Assessor  
Polk County Courthouse  
Dallas, OR 97338

Re: Assessed value of property to be annexed

The City of Dallas is considering the annexation of the following territory:

(Describe territory boundaries)

Pursuant to ORS 222.030, we request a statement from your office showing the assessed value of the taxable property in the territory described above for the current fiscal year.

(Name)