



1106 Vernon Road* Suite A* Lake Stevens WA 98258
(425)334-8588 Fax (425)335-5947

ANNEXATION CHECKLIST

Annexation Title	Petitioner's Name
	Address
Telephone	City
	State
	Zip

- _____ 1. Letter of intention, map, legals, & signatures from property owners.
- _____ 2. Annexation deposit amount of \$700.00 paid.
- _____ 3. Sent letter stating there may be additional annexation costs (if protested)
- _____ 4. [Annexation Agreement](#) signed by proponent
- _____ 5. Annexation contract signed by Commissioners.
- _____ 6. Annexation Agreement Recorded at County
- _____ 7. Agreement Copied & mailed to proponent w/Cnty recordation #.
- _____ 8. Information given to Engineer w/request to prepare the petition.
- _____ 9. Environmental checklist Returned to District (take action in 45 days)
- _____ 10. [Petition](#) received from District Engineer
- _____ 11. Petition copied for file and 2 copies given to petitioner w/cover letter.
- _____ 12. Signed petition(s) returned to District.
- _____ 13. Signed petition given to engineer for certification.
- _____ 14. Petition certified by District Engineer (engineering stamp on letter)
- _____ 15. District issues DNS
- _____ 16. **Resolution #** _____ adopted to entertain: **Hearing date** _____ **time** _____
- _____ 17. Affidavit of posting with notice of annexation attached.
- _____ 18. Affidavit of publication in from the Everett Herald
- _____ 19. **Resolution #** _____ adopted to approve petition & send to BRB.
- _____ 20. Notice of Intent to annex submitted to BRB w/\$50 and packet of info (request on County cover sheet to add owner to be of record for hearings).
- _____ 21. Hearing Notices (if any) forwarded to Proponent.
- _____ 22. BRB hearing date (if request for review was filed).
- _____ 23. BRB approval.
- _____ 24. **Resolution #** _____ adopted to accept the annexation to the District.
- _____ 25. One (1) certified copy of the final Resolution # _____ submitted to BRB.
- _____ 26. Sent Engr. copy of Resol. w/request to update District boundary legal description & District map & verify complete.
- _____ 27. [All engineering costs billed and paid](#) (from item 25 above).
- _____ 28. Requested Deposit Released / Released with check # _____