

**Washington State
Boundary Review Board
for Spokane County**

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PETITION ANNEXATION PROCESS FOR CODE CITIES IN SPOKANE COUNTY

RCW 35A.14.120 is the state law which describes the process for the petition method of annexation for code cities. This process is outlined below including the SEPA (RCW 43.21C) and Boundary Review Board (RCW 36.93) steps.

- 1) The owners of not less than ten percent of the assessed value of the land area shall notify the City Council in writing of their intention to commence annexation proceedings.
- 2) The City Council shall set a date not later than sixty days after the request is filed to meet with the initiating parties to determine:
 - whether the code city will accept, reject, or geographically modify the proposed annexation;
 - whether it shall require simultaneous adoption of a proposed zoning code; and
 - whether it shall require the assumption of all or any portion of city indebtedness by the area to be annexed.
- 3) A petition is then circulated containing:
 - the legal description and map of the area to be annexed;
 - whether the city will require simultaneous adoption of a proposed zoning code; and
 - whether it will require the assumption of all or any portion of city indebtedness by the area to be annexed.
- 4) The petition must be signed by owners of sixty percent of the assessed value of the proposed annexation area and submitted to the County Assessor for certification. The Assessor will issue a Certificate of Sufficiency.
- 5) The City Council then fixes a date for a public hearing, publishes a hearing notice in a newspaper, and posts three notices in the proposed annexation area.
- 6) If required, the City prepares an environmental checklist on proposed comprehensive plan amendments and zoning and issues a Threshold Determination. Copies are sent to the Department of Ecology and affected agencies.
- 7) After receiving comments on the environmental checklist, the City Council holds the public hearing and signs an “Intent to Annex” resolution determining that they will accept the area for annexation.
- 8) A Notice of Intention is then filed with the Boundary Review Board. An affected entity has 45 days to request a public hearing before the Boundary Review Board. If there is a hearing, the Boundary Review Board may approve, modify, divide assets and functions, or deny the proposal. If there is no hearing before the Boundary Review Board, the Notice of Intention is approved after the 45-day period elapses.
- 9) The Boundary Review Board then sends to the City, either its written Hearing Decision or a Certification of the Expiration of the 45-Day Period.

10) The City then adopts an ordinance officially annexing the area (including any modifications that the Boundary Review Board has made).

11) This Final Ordinance and the recording fee are sent to the Boundary Review Board Office.

12) The Boundary Review Board Director will verify that the legal description is the same as approved by the Boundary Review Board and will record one copy with the Spokane County Auditor and file two copies with the Spokane County Assessor and one with the Spokane County Board of Commissioners.

13) The Boundary Review Board then changes official maps and notifies the various county departments and affected agencies of the changed boundaries.