

**WASHINGTON STATE BOUNDARY REVIEW BOARD
FOR SNOHOMISH COUNTY**

ANNEXATION PROPOSALS CHECKLIST

Please visit our website at <https://snohomishcountywa.gov/135/Boundary-Review-Board> where you can find the Adopted Organization and Rules of Practice and Procedure as well as forms, instructions and other resources. Please also review the pertinent statutes: RCW 36.93, RCW 36.35, and RCW 36.35A.

- Complete Notice of Intention Form with required attachments.
- Explanation of the nature of the action sought and reasons for the proposed action. (RCW 36.93.130)
- Explanation of how applicable Factors outlined in RCW 36.93.170 apply to the proposal.
- Explanation of how the proposal meets the applicable Objectives outlined in RCW 36.93.180.
- Perimeter legal description, using metes and bounds (boundary extending around the outside border of the entire proposal) and corresponding maps (Assessor's map, city maps, district maps, and vicinity maps) showing the subject property. RCW 36.93.130. The legal description should be prepared and stamped by a licensed engineer or surveyor. The Assessor's Office will determine sufficiency of the legal description, so it is strongly advised to consult with them on the legal description and maps prior to submittal of the notice of Intention. The Clerk is authorized to request changes to the legal description and/or maps and it is the responsibility of the jurisdiction submitting the NOI to make requested changes.
- Copy of annexation petitions. Each petition page must include the purpose, signature lines, map, and legal description on one piece of paper (both sides). Each signature must have the date signed. Petition certification should be done prior to submittal of the annexation to the Boundary Review Board.
- Copy of the legislative authority resolution of intent to annex or minutes of the meeting or hearing accepting the petition and approval to forward to the Boundary Review Board including affidavit of public notice.
- Explain how the proposal complies with RCW 36.70A.020, 36.70A.110, and 36.70A.210 of the Growth Management Act.
- \$50.00 Filing Fee. (RCW 36.93.120)