

NOTICE OF INTENTION FORMAT

Please transmit the following documentation to assist the Board and others in the consideration of the action being proposed. Items submitted should be numbered in accordance with this format.

NOTE: Submittal of perimeter legal descriptions for review by the Snohomish County Assessor's office prior to filing a Notice of Intention (NOI) can save time in that any errors may be corrected at that point without delaying time in processing the NOI. For assistance with this process, please call Joel Calhoun, Assessor's Office @ (425) 388-3581.

The following must be labeled and submitted as follows:

- I. NOTICE OF INTENTION COVER SHEET AND FORM both completed and signed by the governmental entity as initiator

Please provide the name, title, and address of one person to whom notices, processes, and other communications regarding this proposal should be directed. This person will assume the responsibility of distributing appropriate copies to all of initiator's interested parties.

- II. BACKGROUND & MAPS

Exhibit A. A brief description of and reason for seeking proposed action.

Exhibit B. The legal description of the boundaries of the area involved in the proposed action. This must be legible, on a separate page from any other document, and describe the outside perimeter of the proposal.

Exhibit C. The following maps:

- A. A Snohomish County Assessor's map(s) on which the following must be clearly indicated.
 1. The boundary of the area involved in the proposal.
 2. The size in acres.
 3. The entity corporate limits in relationship to the proposal.
 4. The location of the nearest service point(s) for the required utility services to the area.
- B. Vicinity map(s) no larger than 8-1/2 x 11 inches displaying:
 1. See items #1, #2, and #3 above.
 2. Major physical features such as bodies of water, major streets, and highway.
 3. The boundaries of all cities or special purpose districts (to include if applicable, water, sewer, or fire districts) having jurisdiction in or near the proposal. Include all utility districts whose comprehensive plans include all or part of the proposal, even if only in a planning area.
 4. If a boundary service agreement has been formalized between two or more jurisdictions, that service line should be shown with the appropriate entity noted in each service area.

NOTE: For clarity, submit more than one map. For example, a second map might be required to display sewer district boundaries, a third map for water district boundaries if there is more than one provider within one-half mile of the proposal. If a proposal lies entirely within any service district, simply note it.

C. A map of the current corporate limits of the filing entity upon which the proposal has been delineated.

Exhibit D. A signed and certified copy of the resolution accepting the proposal as officially passed.

III. PETITION/CERTIFICATION

Exhibit E. Petitions that must contain the following (all on one page, back and front):

1. Purpose of the proposal
2. Legal description for the proposal (may be contained on the back of the petition).
3. Signature lines (no more than 20 on each page).
4. Assessor's map (reduced) outlining the property.

Exhibit F. A Certification statement from the initiating municipality or for registered voter petitions, certification from the county auditor; or for property owners, certification from the county assessor.

IV. ENVIRONMENTAL

Exhibit G. A copy of the Threshold Determination and completed SEPA Checklist pertaining to the proposed BRB action with full explanations. Include a list of persons who were sent the checklist and all written comments from the governmental agencies and general public.

V. FACTORS THE BOARD MUST CONSIDER

Entities should respond to the following elements regarding this proposal with sufficient information to permit appropriate responses to the Board from staff of the Snohomish County Planning Department. These elements relate to the factors the Board must consider as outlined in RCW 36.93.170.

2. Overview
 - A. Population of proposal; what percentage is that to existing entity?
 - B. Territory (number of acres)
 - C. Population density
 - D. Assessed valuation
3. Land Use
 - A. Existing
 - B. Proposed – immediate or long-range
4. Comprehensive Plans
 - A. Snohomish County Comprehensive Plan

1. What comprehensive plan or policies specifically support this proposal?
2. Which community plan (adopted or proposed) governs this proposal?
3. What is the adopted plan classification/zoning? (Please include number of lots permitted under this classification.)
4. Please review county ordinances or policies as they relate to your proposal and respond, if applicable.
 - a. Snohomish County Agricultural Plan
 - b. Snohomish County Surface Water Management Plan

B. Proponent's Comprehensive Plan

1. Is this proposal in your adopted comprehensive plan or will a plan amendment be required? If so, when will that amendment be completed?
2. When was your comprehensive plan approved?
3. Has this area been the subject of a pre-annexation zoning agreement? If so, please enclose a signed copy of the agreement.
4. What is the proposed land use designation in your adopted comprehensive plan? When were your zoning regulations adopted?

5. Planning data (please respond to only those questions what are relevant to the proposal).

A. Revenue/Estimates

1. Estimate expenditures affected by the proposal.
2. Estimate revenues to be gained by the proposal.
3. Estimate county revenue lost.
4. Estimate county expenditure reduction.
5. Estimate fire district revenue lost.
6. Estimate fire district expenditure reduction.
7. Estimate other special district revenue/loss.
8. Estimate other special district(s) expenditure reduction.

B. Services (as provided now or to be provided).

1. Law Enforcement (if applicable)
 - a. Describe current policy coverage and services provided
 - b. Current emergency and normal response time being experienced
 - c. Initial police protection plan contemplated
 - d. Back-up plan (mutual aid and/or reserve)
 - e. Projected police growth plan contemplated
 - f. Source of dispatch
2. Fire Service (if applicable)
 - a. Nearest station(s)
 - b. Response time
 - c. Are they fully staffed? How many part-time and full time personnel?
 - d. Major equipment at station location (including type and number of emergency vehicles)
 - e. How many fully certified EMT personnel do you have?
 - f. What fire rating applies?
 - g. Source of dispatch

3. Water (if provided)
 - a. Directly or by contract
 - b. Storage location(s) and capacity
 - c. Mains to serve the area (diameter and location)
 - d. Pressure station location and measured flow
 - e. Capacity available
 - f. Water source (wells, Everett, etc.)
 - g. Financing of proposed service (LID, ULID, Developer Extension)
4. Sewer (if provided)
 - a. Directly or by contract
 - b. Mains to service the area (diameter and location)
 - c. Gravity or lift station required
 - d. Disposal (city or district treatment plant)
 - e. Capacity available

VI. GENERAL

6. In case of extensions of services, has an annexation agreement been required? If so, please attach a recorded copy of this requirement.
7. Describe the topography and natural boundaries of the proposal.
8. How much growth has been projected for this area during the next 10-year period? What source is the basis for this projection?
9. Describe any other municipal or community services relevant to this proposal.
10. Describe briefly any delay in implementing service delivery to the area.
11. Briefly state your evaluation of the present adequacy, cost or rates of service to the area, and how you see future needs and costs increasing. Is there any other alternative source available for such services?
12. Comparative property and utility tax cost to homeowner before and after annexation.

VII. OBJECTIVES

Describe how this proposal meets the objectives of RCW 36.93.180. Give your reasons for each of the objectives chosen.

VIII. ENCLOSE THE REQUIRED FILING FEE OF \$50.00.