

**PETITION METHOD  
ANNEXATION PROCESS**  
Approximate Timeframe: 6-9 months

Step 1: Pre-application Meeting with Development Services Department (not required but encouraged)



Step 2: 10% Petition Submitted to Development Services Department\* *Accepting annexation petitions twice per year only. First window is January 1-31 and the second window is September 1-30.*



Step 3: Proposed Annexation Circulated for Staff Review/Comment



Step 4: City Council Meeting - meeting must be set within 60 days of the 10% petition being submitted

- Resolution Setting Public Meeting Date
- Early notice sent to County Commissioners and other agencies; adjacent property owners (minimum 30 days from council meeting date that is set). If recommend to modify the boundary also send notice to affected property owners.



Step 5: City Council Meeting

- Public Meeting to Accept, Modify, or Reject the Annexation.
- If City Council rejects the 10% Petition the process stops here.



If the 10% Petition is Accepted or Modified then move on in the annexation process

Step 6: Legal Description of the Annexation Boundary is drafted and 60% Petition is Submitted\*  
Once the legal description is received then the 60% petition is prepared by the City for signature.  
60 day notice to taxing districts is mailed out (by certified mail) once 60% Petition is received.



Step 7: City Council Meeting

- Resolution Setting a Public Hearing



Step 8: Public Hearing Notice Published, Posted on Site, and Mailed per WWMC 20.02.080



Step 9: City Council Meeting

- Conduct Public Hearing
- Accept or Reject Annexation
- Approve Ordinance if Accepted



Step 10: Notify Parties of Annexation

- Conduct census of people residing within annexation boundary.
- Provide notice to annexation notification email list

\*Percentage refers to property owner(s) signing a petition representing that percentage of assessed value within the annexation boundary.