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By Canby Planning Brianna Addotta at 2:00 pm, Jun 28, 2021

Application for Annexation with R-1.5 Zoning Applied

1495 S Fir Street Canby, OR 97013

Applicant/Owner:	Blake DuPont 2785 SE Territorial Road Canby, OR 97013 Phone: (503) 502-9949
Owners:	Brian & Bridget DuPont 9757 Lariat LN Aurora, OR 97002
Location	1495 S Fir Street South of SW 13 th Avenue on the west side of S Fir Street opposite Hope Village.
Legal Description	Tax Lot 1400, Sec. 04CA, T4S R1E WM (Assessor Map 4 1E 04CA)
Zoning	Current: Clackamas County, EFU Proposed: City of Canby, R-1.5
Proposal	Annexation of 1.37 acres into the City of Canby 1.31 acres of real property & 0.06 acres of S Fir Street right-of-way
Date	June, 2021

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I. Application Forms



City of Canby
Planning Department
222 NE 2nd Avenue
PO Box 930
Canby, OR 97013
(503) 266-7001

LAND USE APPLICATION

ANNEXATION Process Type IV

APPLICANT INFORMATION: (Check ONE box below for designated contact person regarding this application)

☐ Applicant Name: Blake DuPont Phone: (503) 502-9949
Address: 2785 SE Territorial Road Email: blake@willametteplastics.com
City/State: Canby, OR Zip: 97013

☒ Representative Name: Sisul Engineering, Pat Sisul Phone: (503) 657-0188
Address: 375 Portland Avenue Email: patsisul@sisulengineering.com
City/State: Gladstone, OR Zip: 97027

☐ Property Owner Name: Blake DuPont Phone: (503) 502-9949
Signature: [Signature]
Address: 2785 SE Territorial Road Email: blake@willametteplastics.com
City/State: Canby, OR Zip: 97013

☐ Property Owner Name: _____ Phone: _____
Signature: _____
Address: _____ Email: _____
City/State: _____ Zip: _____

NOTE: Property owners or contract purchasers are required to authorize the filing of this application and must sign above

- ① All property owners represent they have full legal capacity to and hereby do authorize the filing of this application and certify that the information and exhibits herewith submitted are true and correct.
- ② All property owners understand that they must meet all applicable Canby Municipal Code (CMC) regulations.
- ③ All property owners hereby grant consent to the City of Canby and its officers, agents, employees, and/or independent contractors to enter the property identified herein to conduct any and all inspections that are considered appropriate by the City to process this application.

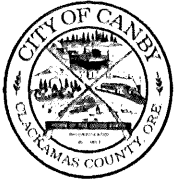
PROPERTY & PROJECT INFORMATION:

<u>1495 S Fir Street</u>	<u>1.31 Ac.</u>	<u>41E04CA01400</u>
Street Address or Location of Subject Property	Total Size of Property	Assessor Tax Lot Numbers
<u>One existing home with multiple outbuildings</u>	<u>EFU</u>	<u>MDR - Medium Density Res.</u>
Existing Use, Structures, Other Improvements on Site	Zoning	Comp Plan Designation

Annexation into the City of Canby and apply R-1.5 zoning.

Describe the Proposed Development or Use of Subject Property

STAFF USE ONLY				
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City/State: Gladstone, OR Zip: 97027

☐ Property Owner Name: Brian DuPont Phone: (503) 502-8388
Signature: [Signature]
Address: 9757 Lariat LN Email: brian@willametteplastics.com
City/State: Aurora, OR Zip: 97002

☐ Property Owner Name: Bridget DuPont Phone: (503) 572-2147
Signature: [Signature]
Address: 9757 Lariat LN Email: bridgetdupont@gmail.com
City/State: Aurora, OR Zip: 97002

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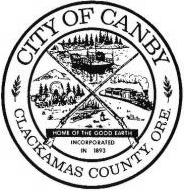
1495 S Fir Street 1.31 Ac. 41E04CA01400
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Ph: 503-266-7001
Fax: 503-266-1574

CHECKLIST

ANNEXATION – TYPE IV

All required application submittals detailed below must also be submitted in ELECTRONIC FORMAT on a CD, flash drive, FTP site, or via email to: PlanningApps@canbyoregon.gov

Applicant City
Check Check

☒ ☐ One (1) copy of this application packet. The City may request further information at any time before deeming the application complete.

☒ ☐ Payment of appropriate fees: Cash, check or credit card. Checks should be made out to the *City of Canby*.

☒ ☐ **One (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT** for all property owners and all residents within 500 feet of the subject property. If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant." A list of property owners may be obtained from a title insurance company or from the County Assessor's office.

☒ ☐ One (1) copy of a written statement and an electronic copy in **WORD** format describing the property to be annexed, including all existing improvements on the land, and detailing how the annexation and proposed zoning meet the approval criteria, and availability and adequacy of public facilities and services. **Ask staff for applicable Municipal Code chapters and approval criteria.** Applicable Code Criteria for this application includes:

☒ ☐ One (1) copy in written format of the minutes of the neighborhood meeting is required by Municipal Code 16.89.020 and 16.89.070. The minutes shall include the date of the meeting and a list of attendees.

☒ ☐ One (1) copy in written format of the minutes of the pre-application meeting

☒ ☐ One (1) copy of a written statement, signed by at least 51% of the owners of land in the territory to be annexed that states, pursuant to ORS 222.170: "Consent to annex is hereby given by the undersigned, who represent more than half the owners of land in the territory, and who also own more than half of the land and real property in the contiguous territory, which represents more than half of the assessed value of all real property in the contiguous territory."

☒ ☐ One (1) copy of the full quarter-section tax assessor's map with the subject property outlined.

- ☒ ☐ One (1) copy of the legal description of the property to be annexed, and a boundary survey certified by a registered engineer or surveyor containing bearings and one half of the adjacent street right-of-way, if applicable.
- ☐ ☐ One (1) copy of a Traffic Impact Study (TIS), conducted or reviewed by a traffic engineer that is contracted by the City and paid for by the applicant (payment must be received by the City before the traffic engineer will conduct or review a traffic impact study. Ask staff to determine if a TIS is required.
Note: A traffic impact analysis is not required if all the property to be annexed is located within the boundaries of an approved Development Concept Plan and a traffic impact analysis was completed for the Development Concept Plan.
- ☒ ☐ If the property to be annexed is located inside a “Development Concept Area” identified on the Annexation Development Map, Figure 16.84.040 of Canby Municipal Code Chapter 16.84, then submit one (1) copy of an approved Development Concept Plan.
- ☐ ☐ If the property to be annexed is located inside a “Development Agreement Area” identified on the Annexation Development Map, Figure 16.84.040 of Canby Municipal Code Chapter 16.84, then submit one (1) copy of a Development Agreement intended to be approved and recorded with the property.

ANNEXATION APPLICATION – TYPE IV: APPLICATION PROCESS

1. Prior to submitting an application, all applicants are encouraged to request a pre-application meeting with the City, or the City Planner may determine that a pre-application meeting is necessary after an application has been discussed or upon receipt of an application by the City. To schedule a pre-application meeting, an applicant must submit a completed pre-application form and 2 paper copies of the preliminary plans to the City Planner, and all submittal materials must be submitted in electronic format. The City Planner shall forward the pre-application materials to the Canby Public Works Department to schedule the pre-application meeting. The fee for a pre-application meeting for an annexation is indicated in the City of Canby Master Fee Schedule for Pre-Application Conferences for Type III and IV applications.
2. Prior to submitting an application, all applicants must hold a neighborhood meeting with surrounding property owners and any recognized neighborhood association representative, pursuant to the procedures described in Canby Municipal Code Section 16.89.070. In certain situations, the Planning Director may waive the neighborhood meeting requirement.
3. At the time an application is submitted to the City, payment of required application processing fees is required. An application will not be accepted without payment of fees. City Staff can provide you with information concerning application fees.
4. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application materials are routed to various City/State/County departments, as applicable, for their comments. Along with the comments received from others, the application is reviewed for completeness. The City Planner will accept or return the application with a written list of omissions within thirty (30) calendar days of the submittal.
5. Staff investigates the application, writes a staff report, issues public notice, notifies surrounding property owners, and makes all facts relating to the request available to the Planning Commission and all interested parties.
6. Prior to the public hearing, the City will prepare notice materials for posting on the subject property. This material will be posted by staff at least ten (10) days before the public hearing.



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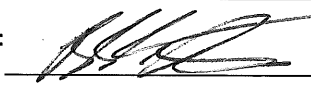
LAND USE APPLICATION

Zone Map Change Application

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To annex the property into the City of Canby with R-1.5 zoning, consistent with the MDR zone
Brief description of proposed development or use
designation shown on the Comprehensive Plan.

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CHECKLIST

ZONE MAP CHANGE

(Amendments to Zoning Map Chapter 16.54)

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- ☒ ☐ Payment of appropriate fees – cash or check only. Refer to the city's Master Fee Schedule for current fees. Checks should be made out to the *City of Canby*.
- ☒ ☐ **Please submit one (1) electronic copy of mailing addresses in either an EXCEL SPREADSHEET or WORD DOCUMENT** for all property owners and all residents within 500 feet of the subject property. If the address of a property owner is different from the address of a site, an address for each unit on the site must also be included and addressed to "Occupant." A list of property owners may be obtained from a title insurance company or from the County Assessor's office.
- ☒ ☐ Comprehensive Plan designation of the property.
- ☒ ☐ The application shall be accompanied by a written narrative explaining the existing use of the property and the need for the change in zoning.
- ☒ ☐ Two (2) paper copies of the proposed plans, printed to scale no smaller than 1"=50' on 11 ½ x 17" paper. The plans shall include the following information:
 - ☐ Vicinity Map. Vicinity map at a scale of 1"=400' showing the relationship of the project site to the existing street or road pattern.
 - ☐ Site Plan-the following general information shall be included on the site plan:
 - ☐ Date, north arrow, and scale of drawing;
 - ☐ Name and address of the developer, engineer, architect, or other individual(s) who prepared the site plan;
 - ☐ Property lines (legal lot of record boundaries);
 - ☐ Location, width, and names of all existing or planned streets, other public ways, and easements within or adjacent to the property, and other important features;
 - ☐ Location of all jurisdictional wetlands or watercourses on or abutting the property;
 - ☐ Finished grading contour lines of site and abutting public ways;
 - ☐ Location of all existing structures, and whether or not they are to be retained with the proposed development;
 - ☐ The location of streets, sewer, water, electric, and other utility services;
 - ☐ Major topographic and landscape features.
- ☒ ☐ One (1) copy of the minutes of the neighborhood meeting as required by Municipal Code 16.89.020 and 16.89.070. The minutes to include the date of the meeting and a list of attendees.

3. Staff will check the application, making sure that it is complete and all fees are paid. Copies of the application

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