

**WATER-SEWER DISTRICT PROPOSALS**  
**PIERCE COUNTY BOUNDARY REVIEW BOARD**

RCW 57.02.040 *Water-sewer district activities to be approved--Criteria for approval by county legislative authority.* (1) Notwithstanding any provision of law to the contrary, the following proposed actions shall be approved as provided for in RCW 57.02.045: (a) Formation or reorganization under chapter 57.04 RCW; (b) Annexation of territory under chapter 57.24 RCW; (c) Withdrawal of territory under chapter 57.28 RCW; (d) Transfer of territory under RCW 57.32.160; (e) Consolidation under chapter 57.32 RCW; and (f) Merger under chapter 57.36 RCW.

(2) At least one of the districts involved shall give notice of the proposed action to the county legislative authority, state department of ecology, and state department of health. The county legislative authority shall within thirty days of receiving notice of the proposed action approve the action or hold a hearing on the action.

(3) The county legislative authority shall decide within sixty days of a hearing whether to approve or not approve the proposed action. In approving or not approving the proposed action, the county legislative authority shall consider the following criteria:

(a) Whether the proposed action in the area under consideration is in compliance with the development program that is outlined in the county comprehensive plan, or city or town comprehensive plan where appropriate, and its supporting documents;

(b) Whether the proposed action in the area under consideration is in compliance with the basinwide water and/or sewage plan as approved by the state department of ecology and the state department of social and health services; and

(c) Whether the proposed action is in compliance with the policies expressed in the county plan for water and/or sewage facilities.

RCW 57.02.045 *Approved by county legislative authority final, when--Boundary review board approval.* In any county where a boundary review board, as provided in chapter 36.93 RCW, is established, a notice of intention of the proposed action shall be filed with the boundary review board as required by RCW 36.93.090 and with the county legislative authority. The county legislative authority shall transmit to the boundary review board a report of its approval or disapproval of the proposed action together with its findings and recommendations under RCW 57.02.040. Approval by the county legislative authority of the proposed action shall be final and the procedures required to adopt the proposal shall be followed as provided by law, unless the boundary review board reviews the action under RCW 36.93.100 through 36.93.180. If the county legislative authority does not approve the proposed action, the boundary review board shall review the action under RCW 36.93.150 through 36.93.180. The action of the boundary review board shall supersede approval or disapproval by the county legislative authority.

You may contact the Office of the Pierce County Boundary Review Board at:

Pierce County Boundary Review Board  
2401 So. 35th Street  
Tacoma, WA 98409

(253) 798-7156, Chief Clerk

**ANNEXATION TO WATER-SEWER DISTRICT  
RCW 57.24**

1. If you need assistance, contact the Resource Management section of the Pierce County Planning & Land Services Department regarding preparation of an Environmental Checklist and issuance of Determination of Significance/Nonsignificance. Existing districts will act as lead agency. **This is a separate process and should occur first as it takes some time to complete.** The checklist and determination will become part of the Notice of Intention.
2. Write the legal description of the **perimeter** boundary of the area proposed for annexation to the district (not a parcel by parcel description); double-spaced and numbered lines are preferable for ease of reference.
3. Obtain a copy of Pierce County Assessor's 1/4 section maps (200 scale) and mark the boundary of the proposed annexation area. Submit one copy of the legal description and Assessor's maps to the Clerk of the BRB who will forward them to the County staff for verification. Legal description/map verification should occur prior to circulating petitions because those petitions will contain that legal description and map.

Then choose either the election or petition method:

Election Method – RCW 57.24.010 and following

4. Initiators must collect signatures from at least 10% of the registered voters who voted in the last general municipal election, who shall be qualified electors on the date of filing the petition, residing within the area described. Contents of the petition are listed in RCW 57.04.030 and include: 1) the objective for the creation/boundary change of the district, 2) designation of the boundaries (as verified above), 3) set forth the fact that establishment/boundary change of the district will be conducive to the public health, convenience, and welfare and will be of benefit to the property included in the district, and 4) specify the proposed property tax levy assessment.

The Auditor's Office has asked that petitions contain both the printed name and signature. Registered voters must sign individually, not as Mr. & Mrs. Street addresses (typed or neatly printed) aid the Auditor's staff in the certification process. If commissioners concur, they file petition with the Clerk of the BRB who will forward it to the Auditor for certification of sufficiency (the Auditor has 10 ten days to certify the petition). If no registered voters reside in area, petition may be signed by owners of majority of acreage.

OR

Petition Method (alternative to election) – RCW 57.24.070 and following

4. Initiators submit petition to the board of commissioners of water-sewer district containing signatures of owners of not less than 60% of the land area proposed for annexation. This petition may be certified by the board of commissioners of the water district, followed by a hearing and passage of a resolution.

5. A Notice of Intention (submittal requirements are listed in the Board's Notice of Intention format) of the proposed action is filed with the Boundary Review Board (10 copies) and one copy each with the County Council, State Department of Ecology, and State Department of Health. The County Council will hold a hearing to determine whether to approve or disapprove (based on RCW 57.02.040(3)) the action. The Council will transmit to the Boundary Review Board a report of approval/disapproval along with its findings and recommendations.
6. If the action is approved by the Council and the BRB's jurisdiction is not invoked during the 45-day comment period which follows receipt of Council's report, the Council will set a date for election (election method only); if petition method was used, board of commissioners passes final resolution. If disapproved by the Council or the BRB's jurisdiction is invoked, the BRB will hold a public hearing (within 120 days of invocation of jurisdiction) and render a decision of approval, denial, or approval with modification of the boundaries (written within 40 days of the BRB hearing). After a decision of approval by the BRB, the Council will, by resolution, call for an election (election method only); if petition method was used, board of commissioners passes final resolution.
7. The district must send a certified copy of the final resolution (petition method) OR election results are sent (election method) to the Chief Clerk of the BRB who will notify various affected agencies of the boundary change. The district is encouraged to record the final annexation resolution with the Pierce County Auditor.

---

Be aware that there are variations to these processes (if no registered voters reside in area: 57.24.010, or if board of commissioners uses resolution method: 57.24.170). Always read the RCW thoroughly and consult legal counsel. All water-sewer district activities fall under procedures found in RCW 57.020.040 and .045, as modified by RCW 36.93.100-.180.

---

At date of writing of this document, the following addresses were viable:

Glen Pieritz  
Dept. of Ecology SW Reg. Office  
P. O. Box 47775  
Olympia, WA 98504-7775

WA State Dept. of Health  
NW Reg. Office of Drinking Water  
20435 – 72nd Ave. So., Ste. 200  
Kent, WA 98032

Pierce County Planning & Land Services  
Resource Management Section  
2401 So. 35th Street, Room 228  
Tacoma, WA 98409  
253-798-3628

Pierce County Council  
930 Tacoma Ave. So., Room 1046  
Tacoma, WA 98402  
253-798-7777

Pierce County Auditor  
2401 So. 35th Street, Room 200  
Tacoma, WA 98409  
253-798-7430