

NOTICE OF INTENTION FORMAT

(Incorporations/Formations)

As Amended May 11, 1999

Please transmit the following DOCUMENTATION (assembled together in **ten** complete sets) to assist the Board and others in the consideration of the action being proposed. Items submitted should be numbered in accordance with this format.

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.

I. BACKGROUND/MAPS

1. A brief description of and reason for seeking the proposed action. Include a statement of the method used to initiate the proposed action (i.e., petition or election method), and the complete RCW designation.
2. The original petition calling for the incorporation/formation with letter of certification from the Pierce County Elections Department.
3. A copy of the Declaration and current SEPA checklist with adequate explanations to answers, including Section D. Government Non-project Actions, **if applicable**. Formations only; pursuant to RCW 43.21C.220, incorporations are exempt from SEPA compliance.
4. The legal description of the boundaries of the area involved in the proposed action, verified by the Pierce County Assessor's Office. This must be legible, on a separate page from any other document, and in a form capable of reproduction by standard photocopiers.
(Important: Please see Note No. 1 on Page 5 of this format.)
5. The following maps:
(Important: Please see Notes No. 2-5, Page 5 of this format.)
 - A. One set only of the Pierce County Assessor's quarter section map or maps on which the boundary of the area involved in the proposal must be clearly indicated.
 - B. Vicinity map(s) no larger than 8-1/2 X 14 inches displaying:
 - 1) The boundary of the area involved in the proposal.
 - 2) The size in acres.
 - 3) The location of the nearest service point(s) for the required utility services to the area.

- 4) Major physical features such as bodies of water, major streets, and highways.
- 5) The boundaries of all cities or special purpose districts (to include [if applicable] any water, sewer, fire, school, or library district) having jurisdiction in or near the proposal. Include all utility districts whose comprehensive plans include all or any part of the proposal, even if only in a planning area.
- 6) 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: This map must be legible and reproducible on non-color photocopiers (i.e., no color coding will be acceptable.) Surrounding streets must be clearly marked. Tax lots should not be divided. If necessary for clarity, submit more than one map. For example, a second map might be required to display sewer district boundaries, a third map, water district boundaries IF there is more than one purveyor within one-half mile of the proposal. If a proposal lies entirely within any service district, such as a school district, you might simply note it.

6. Enclose the required filing fee of \$50.00.

II. FACTORS THE BOARD MUST CONSIDER

Incorporators should respond to the following elements regarding this proposal with sufficient information to permit reasoned decision-making by the Board. These elements relate to the factors the Board must consider as outlined in RCW 36.93.170 (attached).

1. Overview

- A. Population of proposal; what percentage is that to unincorporated Pierce County?
- B. Territory (number of acres)
- C. Population density
- D. Assessed valuation

2. Land Use

- A. Existing
- B. Uses permitted under existing land use plans or comprehensive plans

3. Planning data (please respond only to those questions which are relevant to the proposal)

A. Revenues/Expenditures [provide budget(s) and transition plan for the proposed incorporated entity.]

- 1) Estimate City expenditures to be incurred
- 2) Estimate City revenues to be gained
- 3) Estimate County revenues lost
- 4) Estimate County expenditure reduction
- 5) Estimate fire district revenue lost
- 6) Estimate fire district expenditure reduction

B. Services (following approval)

1) Water (Who is the current provider? Who will provide following approval?)

- a) Directly or by contract?
- b) Storage location(s), capacity?
- c) Mains to serve the area (diameter; location)?
- d) Pressure station location and measured flow?
- e) Capacity available?
- f) Water source (wells, Tacoma, etc.)?
- g) Financing of proposed service (LID, ULID, Developer Extension, etc.)?

2) Sewer (Who is the current provider? Who will provide following approval?)

- a) Directly or by contract?
- b) Mains to service the area (diameter, location)?
- c) Gravity or Lift Station required?
- d) Disposal (city or district treatment plant)?
- e) Capacity available?

3) Fire service (Who is the current provider? Who will provide following approval?)

- a) Nearest station(s)?
- b) Response time?
- c) Are they fully manned? 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/D-Fib personnel are available to serve the incorporation area?
- f) What fire rating applies?
- g) Source of dispatch?

- 4) Community
 - a) Describe any other municipal or community services relevant to this proposal.
 - b) Describe briefly any delay in implementing service delivery to the area.
 - c) 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 service(s)?

4. General

- A. Analyze and describe the effect this proposal will have on all adjacent areas, and in particular, on the local governmental structure of the County or any service district.
- B. Describe the topography and natural boundaries of the proposal.
- C. How much growth has been projected for this area during the next ten (10) year period? What source is the basis for this projection?

III. OBJECTIVES

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

****NOTES****

1. Submittal of legal descriptions for checking with the Chief Clerk of the Board prior to filing a notice of intention can save time in that errors can be corrected at that point without delaying any time on processing the notice. For assistance in this, please call the Chief Clerk at (253) 798-7156. The office is at 2401 South 35th Street, Tacoma, WA 98409.
2. The scale on any vicinity map must be adequate to permit anyone to locate the proposal when driving to the area. In cases of overlapping governmental jurisdictions, please prepare more than one map to indicate all affected units of government. Where boundaries are contiguous or difficult to define, crosshatch or tape with engineering tape so there is no question of identification. (However, see 3 below.)
3. Assessor's maps must be marked in a manner that does **not make details impossible to read**. For this reason, use opaque tape or felt tip pens. Do **not** use engineering tape on these maps.
4. All vicinity maps must be suitable for reproduction, **and no more than a second generation copy. Any proposal submitted with inadequate maps will be returned to the filing entity without processing.**
5. Any questions regarding maps, including alternatives to requirements, should be directed to the Boundary Review Board Staff. The Board may accept a map other than an Assessor's map(s). Please inquire if the use of Assessor's map(s) is impractical.

RCW 36.93.170 FACTORS TO BE CONSIDERED BY THE BOARD

In reaching a decision on a proposal or an alternative, the Board shall consider the factors affecting such proposal, which shall include, but not be limited to the following:

- (1) Population and territory; population density; land area and land uses; comprehensive plans and zoning, as adopted under chapter 35.63, 35A.63, or 36.70 RCW; comprehensive plans and development regulations adopted under 36.70A; applicable service agreements entered into under 36.115 or 39.34; applicable interlocal annexation agreements between a county and its cities; per capita assessed valuation; topography, natural boundaries and drainage basins, proximity to other populated areas; the existence and preservation of prime agricultural soils and productive agricultural uses; the likelihood of significant growth in the area and in adjacent incorporated and unincorporated areas during the next ten years; location and most desirable future location of community facilities;
- (2) Municipal services; need for municipal services; effect of ordinances, governmental codes, regulations and resolutions on existing uses; present cost and adequacy of governmental services and controls in area; prospects of governmental services from other sources, probable future needs for such services and controls; probable effect of proposal or alternative on cost and adequacy of services and controls in area and adjacent area; the effect on the finances, debt structure, and contractual obligations and rights of all affected governmental units; and
- (3) The effect of the proposal or alternative on adjacent areas, on mutual economic and social interests, and on the local governmental structure of the county.

RCW 36.93.180 OBJECTIVES OF THE BOUNDARY REVIEW BOARD

The decisions of the Boundary Review Board shall attempt to achieve the following objectives:

- (1) Preservation of natural neighborhoods and communities;
- (2) Use of physical boundaries, including but not limited to bodies of water, highways, and land contours;
- (3) Creation and preservation of logical service areas;
- (4) Prevention of abnormally irregular boundaries;
- (5) Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas;
- (6) Dissolution of inactive special purpose districts;
- (7) Adjustment of impractical boundaries;
- (8) Incorporation as cities or towns or annexation to cities or towns of unincorporated areas which are urban in character;
- (9) Protection of agricultural and rural lands which are designated for long term productive agricultural and resource use by a comprehensive plan adopted by the county legislative authority.