

## **NOTICE OF INTENTION FORMAT**

(All actions **except** 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. A signed and certified copy of the initial resolution/ordinance accepting the proposal as officially passed, together with a copy of the petition (unsigned). Include a copy of the letter certifying the petition from the Assessor (petition method) or Auditor (election method).
3. A copy of the Declaration and current SEPA checklist with adequate explanations to answers, including Section D. Government Non-project Actions, when applicable. Pursuant to RCW 43.21C.222, annexations to cities or towns are exempted from SEPA compliance.
4. The legal description of the perimeter boundaries of the area involved in the proposed action. 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. Two sets 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 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.

- 5) Major physical features such as bodies of water, major streets and highways.
- 6) 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.
- 7) 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.
- 8) Tax lot(s) that will be divided by the proposed boundaries should be shown on an attached detailed map.

**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. 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.**

## **II. FACTORS THE BOARD MUST CONSIDER**

Entities should respond to the following elements regarding this proposal with sufficient information for the Board's understanding. 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 existing entity?
- B. Territory (number of acres)
- C. Population density
- D. Assessed valuation

### **2. Land Use**

- A. Existing
- B. Proposed: immediate or long-range

### **3. Comprehensive Plans/Franchise(s)**

- A. Pierce County Comprehensive Plan/Ordinances
  - 1) What comprehensive plan 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.)

B. Proponent's Comprehensive Plan/Franchise

- 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) Is a franchise required to provide service to this area?
- 4) Has this area been the subject of a Pre-Annexation Zoning Agreement? If so, please enclose a signed copy of the agreement.
- 5) What is the proposed land use designation in your adopted Comprehensive Plan? When were your proposed zoning regulations adopted?

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

A. Revenues/Expenditures

- 1) Estimate City expenditures
- 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 (Current provider? Who will provide following approval?  
**See Note 6, page 5**)
  - 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 (amount)?
  - f) Water source (wells, Tacoma, etc.)?
  - g) Financing of proposed service (LID, ULID, Developer Extension, etc.)?
- 2) Sewer (Current provider? Who will provide following approval?  
**See Note 6, Page 5**)
  - 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 (amount)?
- 3) Fire service (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 do you have?
  - f) What fire rating applies?
  - g) Source of dispatch?

C. Environmental

- 1) Expected impact of the proposal to adjacent roads.
- 2) Expected impact of the proposal on air quality.
- 3) Expected impact of the proposal on the school district.
- 4) Does the area under consideration contain "critical areas" (floodplain, wetland, steep slope, wildlife habitat area, etc.) as defined under the Growth Management Act?

**5. General**

- A. In case of extensions of services, has an annexation agreement been required? If so, please attach a recorded copy of this agreement.
- 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?
- D. Describe any other municipal or community services relevant to this proposal.
- E. Describe briefly any delay in implementing service delivery to the area.
- F. 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)?
- G. Enclose the required filing fee of \$50.00.

**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.
6. Proposed action(s) from those entities providing both sewer and water service must state clearly whether this proposal is for water service, sewer service, or both.

## 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.