

WASHINGTON STATE BOUNDARY REVIEW BOARD ASSOCIATION

FILING INSTRUCTIONS

Please submit this Notice of Intention form and the exhibits listed below to the Boundary Review Board Office, (Your County Address, Zip Code) for determination of sufficiency by the Board Planner. When deemed sufficient by the Board Planner, the **original**, an additional number of copies specified by the Board Planner, and a **filing fee of \$50.00** is required for filing.

The Notice of Intention is to be completed by an elected official or employee of the governmental jurisdiction that is seeking the boundary change action or the proponent in the case of incorporation or formation.

The following items must be submitted and labeled as follows:

EXHIBIT A. A copy of the legal description of the boundaries of the area involved in the proposed action certified by a registered engineer or land surveyor.

EXHIBIT B. (Your County) Assessor's map certified by a registered engineer or land surveyor on which the boundary of the area involved in the proposal and the size in acres must be clearly indicated. Include a list of all parcel numbers for lots in proposed area.

EXHIBIT C. A vicinity map or maps no larger than 8.5 x 11 and reproducible on a non-color photocopier displaying:

- 1) The boundary of the area involved in the proposal and the size in acres.
- 2) The current corporate boundaries of the proposing entity.
- 3) The current BRB-approved water and sewer service area of the proposing entity.
- 4) Major physical features such as streets and highways, railways, public facilities, etc.
- 5) The boundaries of cities or special purpose districts having jurisdiction in or near the proposed area.
- 6) The location of the nearest service point(s) for the required utility services to the area. Show existing and proposed water/sewer lines and diameter.
- 7) (Your County) zoning, Comprehensive Plan designations, Urban Growth Area, and future water and sewer service areas and, if available, proposed city planning and zoning plan designations.

EXHIBIT D. Documentation of the process: certified copy of the petition(s); certified copy of assessed valuation; affidavit of publication of public hearing notice; certified copy of minutes of public hearing; a signed and certified copy of the resolution accepting the proposal as officially passed. Interlocal Agreement Annexations (RCW 35A14.460 or RCW 35A14.480) must include the same documentation (except for the petition) and a copy of the Interlocal Agreement.

EXHIBIT E. A copy of the Threshold Determination and completed SEPA checklist pertaining to the proposed BRB action with full explanations. Include the list of persons who were sent the checklist and all written comments from governmental agencies and the general public.

MUNICIPAL INCORPORATIONS Exhibits A, B, C, a certified copy of assessed valuation and a certified copy of the petition calling for the incorporation are required.