

**Washington State
Boundary Review Board
for Spokane County**

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ISLAND-INTERLOCAL AGREEMENT ANNEXATION PROCESS FOR BUILDABLE LANDS COUNTIES

RCW 35.13.470 and 35A.14.470 are the state laws which describes the Island-Interlocal Agreement form of annexation for Clark, King, Kitsap, Pierce, Snohomish, and Thurston counties. This process is outlined below, including the SEPA (RCW 43.21C) and Boundary Review Board (RCW 36.93) steps.

In order to initiate an annexation by adopting a resolution to commence negotiation for an interlocal agreement between the City or Town and the County, the territory must:

1. Be within the city or town urban growth area AND
2. Have at least sixty percent of the boundaries contiguous to the annexing city or town or one or more cities and towns.

1) The City or Town or County legislative body passes a Resolution to commence negotiation for an interlocal agreement between the City or Town and the County. The Resolution is to include a description of the boundaries and a date for a public hearing on the matter by each legislative body either separately or jointly.

2) Each legislative body holding a public hearing, separately or jointly, publishes the Agreement at least once a week for two weeks in newspapers of general circulation within the area to be annexed.

3) If required, the lead legislative body prepares an environmental checklist on proposed comprehensive plan amendments and zoning and issues a Threshold Determination. Copies are sent to the Department of Ecology and affected agencies.

4) After receiving comments on the environmental checklist, each legislative body, either separately or jointly, holds the public hearing allowing affected residents or property owners to be heard.

5) A Notice of Intention is then filed with the Boundary Review Board. An affected entity has 45 days to request a public hearing before the Boundary Review Board. If there is a hearing, the Boundary Review Board may approve, modify, or deny the proposal. If there is no hearing before the Boundary Review Board, the Notice of Intention is approved after the 45-day period elapses.

6) The Boundary Review Board then sends to each legislative body, either its written Hearing Decision or a Certification of the Expiration of the 45-Day Period.

7) Each legislative body then adopts and executes the Agreement and adopts an ordinance officially annexing the area (including any modifications that the Boundary Review Board has made).

8) The effective date of the annexation ordinance can not be less than 45 days from its passage.

9) The City or Town publishes a notice of the annexation ordinance and its effective date together with a description of the area at least once a week for two weeks in newspapers of general circulation within the city or town and within the area to be annexed.

10) An election on the annexation can be held if during the 45-day period before the annexation ordinance is in effect, registered voters numbering fifteen percent of the votes cast in the last general statewide election in the proposed annexation area, file a referendum petition with the City or Town Council.

11) If the majority of voters approve the annexation or if a referendum petition is not filed in a timely and sufficient manner, the area annexed becomes a part of the city or town.

12) The Annexation Ordinance and recording fee are sent to the Boundary Review Board Office.

13) The Boundary Review Board Director will verify that the legal description is the same as approved by the Boundary Review Board and will record one copy with the Auditor and file two copies with the Assessor and one with the County Legislative Authority.

14) The Boundary Review Board then notifies the various county departments and affected agencies of the changed boundaries.