

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

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# **PETITION ANNEXATION PROCESS FOR FIRST, SECOND, THIRD, AND FOURTH CLASS MUNICIPALITIES IN SPOKANE COUNTY**

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**RCW 35.13** is the state law that describes the process for the direct petition method of annexation for first, second, third, and fourth class municipalities. This process is outlined below including the SEPA (RCW 43.21C) and Boundary Review Board (RCW 36.93) steps.

- 1) The owners of not less than ten percent of the assessed value of the area or not less than ten percent of the residents of the area shall notify the City Council in writing of their intention to commence annexation proceedings.
  - 2) The City or Town Council shall set a date not later than sixty days after the request is filed to meet with the initiating parties to determine:
    - whether the code city will accept, reject, or geographically modify the proposed annexation;
    - whether it shall require simultaneous adoption of the adopted comprehensive plan; and
    - whether it shall require the assumption of all or any portion of city or town indebtedness by the area to be annexed.
  - 3) If the City or Town Council requires adoption of the comprehensive plan or assumption of indebtedness, it shall record this in its minutes and clearly stated on the petition drawn for annexation.
  - 4) A petition is then circulated containing:
    - the legal description and map of the area to be annexed;
    - whether the city will require simultaneous adoption of a proposed comprehensive plan; and
    - whether it will require the assumption of all or any portion of city indebtedness by the area to be annexed.
  - 5) The petition must be signed by owners of seventy-five percent of the assessed value of the proposed annexation area.
  - 6) Within three working days, petition must be filed with the County Assessor who will issue a written certificate determining the sufficiency of the petition.
- The City or Town Council then fixes a date for a public hearing, publishes a hearing notice in a newspaper, and posts three notices in the proposed annexation area.
- 7) If required, the City or Town Council prepares an environmental checklist on proposed comprehensive plan amendments and issues a Threshold Determination. Copies are sent to the Department of Ecology and affected agencies.
  - 8) The City or Town Council holds the public hearing and signs an “Intent to Annex” resolution determining that they will accept the area for annexation.

- 9) 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, divide assets and functions, 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.
- 10) The Boundary Review Board then sends to the City or Town, either its written Hearing Decision or a Certification of the Expiration of the 45-Day Period.
- 11) The City or Town then adopts an ordinance officially annexing the area (including any modifications that the Boundary Review Board has made).
- 12) This Final Ordinance and the 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 Spokane County Auditor and file two copies with the Spokane County Assessor and one with the Spokane County Board of Commissioners.
- 14) The Boundary Review Board then changes official maps and notifies the County departments and affected agencies of the changed boundaries.