
Terrebonne Sanitary District

Annexation Policy and Criteria

SECTION 1 – Intent of the Board Relative to Annexation:

- 1.1 Background: The Terrebonne Sanitary District (the “District”) recognizes the importance of providing sewer service to properties within the Terrebonne Unincorporated Community that are outside the current District Boundary. Annexation into the District is voluntary and subject to approval by the District Board of Directors (“District Board”).
- 1.2 Purpose of Annexation Policy: The purpose of this Annexation Policy is to provide guidance to District staff, District elected officials, and property owners regarding the annexation process. This policy outlines the criteria that the District Board will use to determine whether to approve annexations.

SECTION 2 – Annexation Eligibility, Effects, and Policy:

- 2.1 Eligibility: Property within the Terrebonne Unincorporated Community boundary is eligible for annexation (see map in Exhibit A). The land identified on the exhibit has been found by the District to be within reason to eventually be served by District facilities.
- 2.2 Addition to District Boundary: Annexation will result in property being included in the District service area boundary and setup to be served by the District when a sewer main is provided for connection.
- 2.3 Timeframe for Sewer Service: Annexation into the District does not guarantee that sewer service will be made available to annexed properties within a specified time frame.
- 2.4 System Expansion Influence: The District Board will use the location of annexed parcels to inform its prioritization of future sewer main extensions.
- 2.5 Connection to Sewer System: By applying for annexation, the property owner agrees to connect to the system at the time of new construction if lot is vacant. Annexed property will be subject to District rules, regulations, SDC fees, and monthly sewer charges upon connection to the sewer system.

SECTION 3 – Annexation Procedure:

- 3.1 A property owner desiring to annex property into the District must submit an annexation application form to the District, attached and incorporated hereto as Exhibit B. The application form must include required landowner information, property information, a map or image that clearly outlines the land requested for annexation (“Proposed Annexation Parcel”), and an acknowledgment by the owner of the Proposed Annexation Parcel that the owner understands the annexation terms set forth in this Policy.
- 3.2 The District Board will review annexation applications it receives. If the District Board determines that the Proposed Annexation Parcel is eligible for annexation under Section 2.1 and meets any criteria for annexation identified by the District Board and incorporated into this Policy pursuant to Section 4.1, the District Board will prepare a boundary map and legal description for the Proposed Annexation Parcel. The District Board will then initiate annexation by passing a resolution stating their intention to annex the Proposed Annexation Parcel and submitting it to the Deschutes County Board of County Commissioners (“County Board”).
- 3.2 The County Board will hold a public hearing to determine if the area constituting the Proposed Annexation Parcel could benefit from annexation, considering the local comprehensive plan and any service agreements between the

District and a local government. The County Board may adjourn the hearing, not exceeding four weeks, unless additional notice is given.

3.3 After the hearing, the County Board will approve or reject the annexation resolution based on the local comprehensive plan and service agreements between the District and a local government. If approved, the County Board will set a date for a final hearing on the annexation resolution and publish notice of the hearing.

3.4 The Proposed Annexation Parcel will not be considered annexed into the District until either (a) the County Board issues a final order pursuant to ORS 198.810(2) or (b) an election has been held and annexation is approved, if an election is required under ORS 198.810(3).

SECTION 4 – Amendment of Policy:

4.1. The District reserves the right to amend this policy at any time or to modify its application with respect to all annexation applications when deemed necessary for the equitable application of this policy.

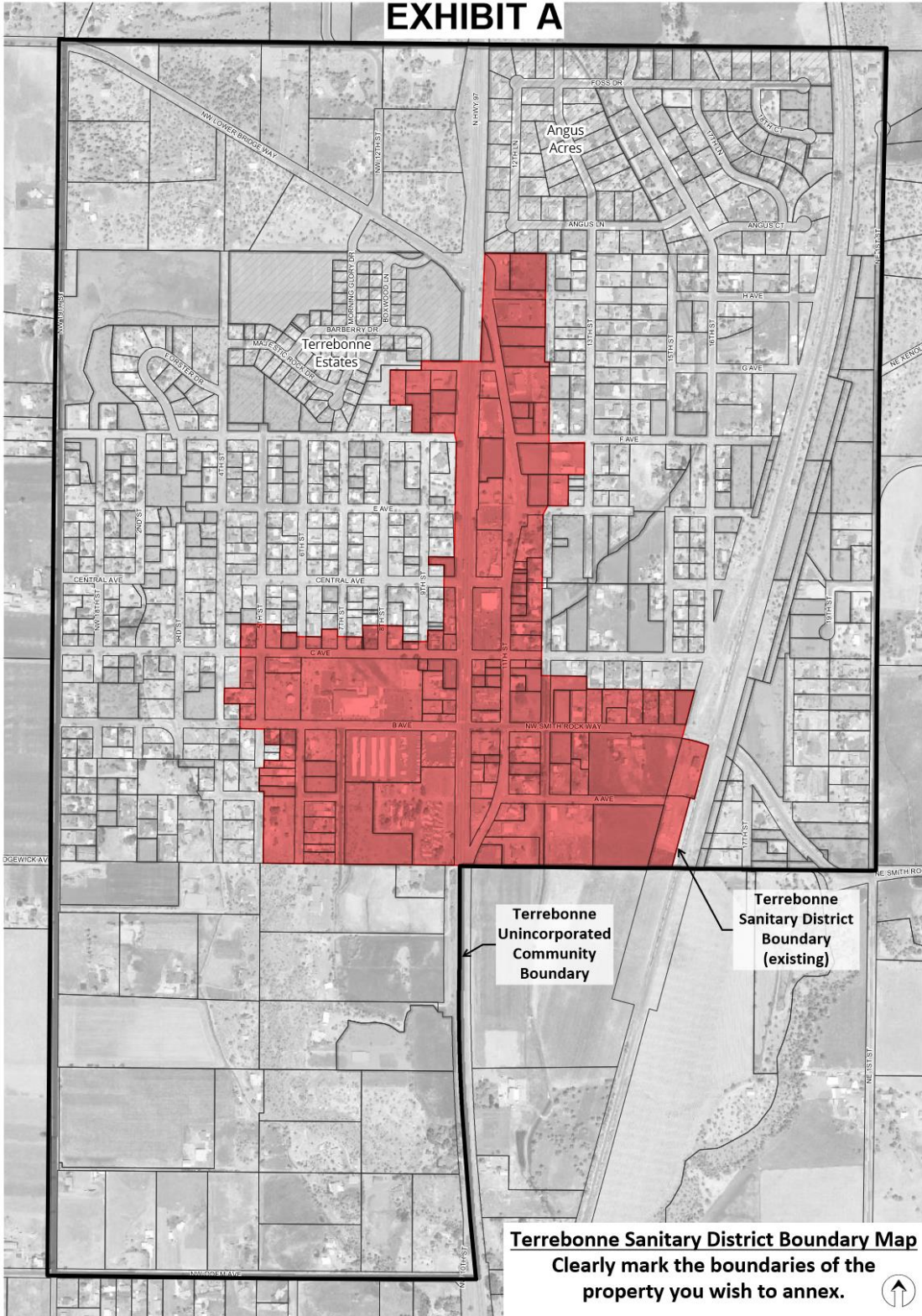
APPROVAL: **Tim Brown**
Board President

Daniel Singleton
Board Secretary

September 19, 2024
Date

September 19,2024
Date

EXHIBIT A





PO Box 2171
Terrebonne, Oregon 97760
<https://tsdor.specialdistrict.org/terrebonnesanitary@gmail.com>
(425) 224-2458

Annexation Application Form

Instructions:

1. Complete all sections of this form. *Incomplete applications may result in delays in processing.*
2. Use the attached District map to outline the proposed property for annexation.
3. Sign and date the form.
4. Submit the completed form to the District PO Box or email address.

Property Owner Information:

Owner Name(s): _____
 Mailing Address: _____
 Phone: _____
 Email: _____

Proposed Property for Annexation:

Situs Address(es): _____
 Tax lot(s): _____
 Assessor Property Description (see DIAL): _____

Clearly outline your property proposed for annexation on the District Map (backside of form).

Annexation Information:

By submitting this annexation application, the property owner acknowledges and agrees to the following:

- Property within the Terrebonne Unincorporated Community boundary is eligible for annexation.
- Annexation will result in property being included in the District service area boundary and setup to be served by the District when a sewer main is provided for connection.
- Annexation into the District does not guarantee that sewer service will be made available to annexed properties within a specified time frame.
- The District Board will use the location of annexed parcels to inform its prioritization of future sewer main extensions.
- Annexed property will be subject to District rules, regulations, SDC fees, and monthly sewer charges upon connection to the sewer system.

Property Owner Signatures:

I, the undersigned property owner, hereby petition for the annexation of the described property into the Terrebonne Sanitary District. I have read and understand the Annexation Information provided above.

Owner Signature: _____ Printed Name: _____ Date: _____
 Owner Signature: _____ Printed Name: _____ Date: _____

District Use Only:

- Date Received:
- Application Status:
- Board Approval Date (if applicable):