

**WASHINGTON STATE BOUNDARY REVIEW BOARD FOR BENTON COUNTY
FILING INSTRUCTIONS**

Please submit this Notice of Intention form and the exhibits listed below to the Boundary Review Board Office, P.O. Box 910, 1002 Dudley Avenue, Planning Annex, Prosser, Washington 99350 for determination of sufficiency by the Chief Clerk. A filing fee of \$50.00 is required for filing; please make the check out to the Benton County Treasurer. At the time a request for review is received, five (5) more copies of the Notice of Intention and exhibits will be required.

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 for the boundaries of the area involved in the proposed action.

Exhibit B. A Benton County Assessor's map 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 the proposed area. (A map other than the Assessor's may be used upon approval of the Chief Clerk)

Exhibit C. A vicinity map or maps no larger than 8.5 x 11 (a larger map may be used upon approval of the Chief Clerk) 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. The Benton County Zoning, Comprehensive Plan designations, Urban Growth Boundary, and future water and sewer service areas and, if available, proposed city planning and zoning plan designations.

Exhibit D. Documentation of the process: copy of the petition; copy of assessed valuation; copy of minutes of public hearing; a signed copy of the resolution accepting the proposal as officially passed.

Exhibit E. A copy of the Threshold Determination and completed SEPA checklist pertaining to the proposed BRB action with full explanations(when required). 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 copy of assessed valuation and a copy of the petition calling for the incorporation is required.

**Washington State Boundary Review Board for Benton County
Notice of Intention**

1. Name of City, Town, or Special Purpose District _____
2. Action Sought: _____
(If water or sewer extension outside of corporate limits, state the size of water lines _____
size of sewer lines _____)
3. Reason for seeking action _____
4. Briefly describe proposal _____

5. Method use to initiate the proposed action _____
6. State statute under which action is sought _____

Factors the Board MUST CONSIDER

Please respond to the factors the Board must consider as outlined in RCW 36.93.170

POPULATION AND LAND USE

7. Provide the following

Proposed Area		Existing Entity	
Existing	20 Year Projected	Existing	20 Year Projected
_____ People	_____ People	_____ People	_____ People
_____ Residences	_____ Residences	_____ Residences	_____ Residences
_____ Businesses	_____ Businesses		

8. What source is the basis for these projections? _____
9. Acres of the proposed area _____ Acres of the existing entity _____
10. Assess valuation of proposed area _____ of existing entity _____
11. Existing land use of the proposed area _____

12. Existing land use of the area surrounding the proposal _____

13. Is there residential, commercial, or industrial development that will be associated with this proposal? _____
_____ If yes, describe any projects being considered or proposed. _____

14. If the proposal is approved, will any changes in either the land use, zoning or the Comprehensive Plan designations within the next 18 months be required? Please explain. _____

15. Benton County Comprehensive Plan designation for the proposed area for the surrounding areas _____

16. Does your jurisdiction have an adopted comprehensive plan? _____ Date adopted? _____
17. Describe this proposal's significance to the adopted comprehensive plan. _____

18. Benton County zoning for the proposed area _____
For surrounding areas _____
19. Has any portion of this area been previously reviewed by the Boundary Review Board? _____
List BRB File Nos. _____
20. Describe the topography, drainage basins and natural boundaries which are included in the area of the proposal and how each affects land use, accessibility and potential development. _____

21. Is the proposed area within an Urban Growth Area? _____
22. Which cities Urban Growth Area? _____

MUNICIPAL SERVICE

23. Name the current service purveyors in the proposed area.
Water _____ Police _____
Wastewater Treatment _____ School _____
Fire _____ Library _____

Water Service

24. Is the proposed area within the future water service area of your jurisdiction? _____
25. Water treatment plant or well that will serve this area _____
26. Current daily capacity and percentage used of this facility _____
27. Projected daily water treatment plant or well capacity required by proposal _____

28. Describe the seasonal variations in water supply and/or pressure within your jurisdiction. _____

29. Will increased capacity or other improvements become necessary if proposal is approved? _____
Describe these improvements and how they will be financed. _____

30. Does your jurisdiction have an updated State Board of Health-approved Water System Plan?

Wastewater Management

31. Does your jurisdiction have a current Department of Ecology wastewater discharge permit? _____

32. Does your jurisdiction have a current NPDES permit? _____ Please explain any violations of the current NPDES permit in the past 18 months _____

33. Wastewater treatment plant that will serve this area _____
34. Current daily capacity and percentage used of this facility _____

35. Projected wastewater treatment plant capacity required by proposal _____
36. Will increased capacity or other improvements become necessary if proposal is approved? _____
_____ Describe these improvements and how they will be financed. _____

Other Municipal Services

37. Describe the service changes (i.e., police, fire, roads, schools, etc.) that will occur if the proposal is approved _____
38. Does your jurisdiction have a current capital improvement/development plan? _____
Is this proposal included in this plan? _____
39. Describe the effect your jurisdiction's ordinances, governmental codes, regulations and resolutions will have on existing uses in the proposed area _____
40. Describe the probable future needs for services and additional regulatory controls in the area _____
41. Describe the probable effect of the proposal on the cost and adequacy of services and controls
a. in the proposed area _____
b. in the adjacent area _____
42. Describe the effect of the proposal on the finances, debt structure, contractual obligations and rights of all affected governmental units _____

LOCAL GOVERNMENT

43. Describe the effect of the proposal on adjacent areas? _____
44. Describe the effect of the proposal on mutual economic and social interests _____
45. Describe the effect of the proposal on the local government structure of the county _____

ENVIRONMENTAL REVIEW

Describe the environmental review process completed for the proposed action (When required) _____

GROWTH MANAGEMENT

Describe how the proposal meets planning goals of the Growth Management Act (RCW 36.70A.020). _____

OBJECTIVES OF THE BOUNDARY REVIEW BOARD

Describe fully which objectives of RCW 36.93.180 this proposal meets and which objectives this proposal does not meet. Give your reasons for each of the objectives chosen.

46. Preservation of natural neighborhoods and communities. _____

47. Use of Physical boundaries, including but not limited to bodies of water, highways and land contours.____

48. Creation and preservation of logical service areas. _____

49. Prevention of abnormally irregular boundaries. _____

50. Discouragement of multiple incorporations of small cities and encouragement of incorporation of cities in excess of ten thousand population in heavily populated urban areas._____

51. Dissolution of inactive special purpose districts. _____

52. Adjustment of impractical boundaries. _____

53. Incorporation as cities or towns or annexation to cities and towns of unincorporated areas which are urban

in character. _____

54. 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. _____

I certify that the above is true and accurate and that I am an official or employee of the governmental jurisdiction seeking boundary change action or the proponent for the incorporation or formation.

Signature of person completing this form

Date

Printed Name of Person Completing this Notice

Title

Telephone _____

Mailing Address _____
