



# ANNEXATION AGREEMENT PERMIT CHECKLIST

## General Info: What is an annexation agreement?

An annexation agreement is a commitment between the City of Olympia and a property owner residing outside of city limits for future annexation into the city. By signing the annexation agreement, the property owner benefits from reduced rates on utility billing, as they will no longer have to pay the surcharge that is billed to residents outside of city limits.

## The following information will need to be gathered prior to submitting an Annexation Agreement application (it will be needed to fill in the online form):

- a. Primary Contact Name
- b. Primary Contact Phone Number
- c. Primary Contact Email

**Full payment, in addition to the two following documents will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application.**

### 1. Notarized Annexation Agreement (use either the [Private](#) or [Corporate](#) Agreement to Annex form)

- a. Date
- b. Full legal name as indicated on your property deed
  - i. If signing on behalf of a corporation, you should use the UGS Corporation Form
- c. Assessor's Parcel Number

*The following portion of the Annexation Agreement form will need to be **notarized**. You can schedule a free meeting to have your document notarized at City Hall by contacting the Community Planning & Development Department at 360.753.8314 or via email at [cpdinfo@ci.olympia.wa.us](mailto:cpdinfo@ci.olympia.wa.us)*

#### **Please print in front of the public notary:**

- d. today's date
- e. Sign on the signature line
  - i. **Note:** If the property is owned by a Trust, please write "On behalf of the (insert name) Trust" below your signature(s).
- f. Have your signature notarized (*notary will place their stamp on the document*)
- g. Don't forget the required full legal lot description to be included as a separate attachment - Exhibit A

### 2. Exhibit A: Full Legal Lot Description

- a. *This legal description information can be obtained from your property deed or your title insurance policy document. If you cannot find a copy of your full legal description you can contact your title company or submit a records request for your property deed to Thurston County.*

#### **ACCEPTABLE LEGAL DESCRIPTION EXAMPLES:**

- *If your property is in a platted subdivision, the description must include the subdivision name, lot number, block number (if applicable), division number of the subdivision (if applicable), Volume and Page or Auditors File Number of the subdivision. (Example) Lot 16 of Division 3 of the plat of Amy's Place, as recorded under Auditor's File #1234567. Layout and dimensions of internal vehicular and pedestrian circulation system.*
- *Another type might be a metes and bounds description: (Example) Beginning at the Southwest corner of Section 19, Township 33 North, Range 18 West, W.M., thence North 90 feet; East 150 feet; South 90 feet; and West to the point of beginning.*
- *Another type of legal description might be a portion of a Section description: (Example) The North 150 feet of the West 200 feet of the Northwest Quarter of Section 19, Township 33 North, Range 18 West, W.M.*
- **DO NOT USE THE COUNTY ABBREVIATED LEGAL DESCRIPTION**