



State of Washington

Office of Financial Management, Forecasting & Research Division, Jefferson Building, PO Box 43124, Olympia, WA 98504-3124

ANNEXATION AND MUNICIPAL BOUNDARY CHANGE CERTIFICATE

For all Annexations and Boundary Line Adjustments – Including Street Right-of-Way Adjustments

IMPORTANT: The following documents must be attached with this certificate (RCW 35.13.260, 35A.14.700, 43.62.040):

1. **One copy of the final ordinance** containing the legal description of the boundary change area.
2. **One copy of a map clearly showing the boundary change area and existing city limits** on an 8½”x11” or 8½”x14” size paper. Outline the boundary changes in **red**; outline *former* city limits in **green**. Maps should conform to acceptable engineering standards (i.e., directional arrow, scale, street names, rivers, and other physical characteristics). The Office of Financial Management may be able to help with maps.
3. **The original Field Enumeration** sheets used to enumerate the population and housing of the boundary change area and all summary tabulation sheets. Copies are not needed. Census procedures and definitions must follow OFM’s Enumerator’s Manual. Please contact OFM at 360-902-0599 or see <https://ofm.wa.gov/washington-data-research/annexations-and-municipal-boundary-changes/census-forms-manuals-and-training> for census manuals and forms.
4. **If this is a mutual boundary change between governments**, include a copy of the other government’s (city/town or county) agreement to the change. If this is a boundary change between municipal governments, **each** municipality needs to submit this certificate to OFM with supporting documentation.

City/Town _____ County _____

Name of the Annexation (if any) _____

Original Ordinance Number _____ Amending Ordinance Number (if applicable) _____

Date Passed _____ Date Passed _____

Date Published _____ Date Published _____

Ordinance Effective Date _____ Ordinance Effective Date _____

Boundary Change Effective Date _____ Boundary Change Effective Date _____

Authorizing Statute(s) RCW _____

Was a Boundary Review Board hearing required? Yes No If yes, date of hearing _____

Has this annexation been filed with the county? Yes No Date filed with county _____

Has the city/town attorney reviewed the legal requirements associated with this annexation? Yes No

Annexation Area (in acres) _____ Census: Housing Units _____

Occupied Housing Units _____

Population _____

CERTIFICATION: *I hereby certify that, to effect the above annexation, all legal requirements have been satisfied, and that the data set forth in this certificate, including the attached documents, are true and correct.*

Mayor _____ Date _____

[CITY SEAL] Attest: City/Town Clerk _____ Date _____

OFFICE OF FINANCIAL MANAGEMENT ONLY

The requirements of RCW 35.13.260 or 35A.14.700 and 43.62.040 have been met. I recognize this annexation as a part of the city for the purpose of developing official population estimates (RCW 43.62.020). This certification is for the limited purpose referenced above.

Date Received _____

Date Approved _____

OFM File Number _____

State Certifying Official _____

Provisional Approval Yes

Date Provisional Status Cleared _____