

## Annexation/Boundary Line Adjustment Documentation Checklist

Per RCW 35.13.260 and RCW 35A.14, mail the following final paperwork to the Office of Financial Management within 30 days of the annexation effective date. Include this checklist with the documentation mailed to OFM.

City/Town: \_\_\_\_\_ Ordinance: \_\_\_\_\_ Date: \_\_\_\_\_

- Annexation and Municipal Boundary Change Certificate**  
The mayor (not the city administrator or manager) and city/town clerk must sign the certificate, per RCW 35.13.260 and RCW 35A.14.700.
- Official signed annexation ordinance**  
Send the final ordinance as passed by city/town council with appropriate signatures. This is the version that is filed/recorded with the county. Make sure to label all exhibits as referenced in the ordinance.
- Word file of annexation ordinance (email to: [pop.annexations@ofm.wa.gov](mailto:pop.annexations@ofm.wa.gov))**  
OFM needs an electronic file of the ordinance to ensure that the materials we post on our website are compliant with the Americans with Disabilities Act (this is an unsigned copy).
- Map of annexed area**  
Send a map with the annexation boundary clearly marked. The map does not have to show the entire city/town. Reference points, such as street names, should be present.
- Material for legal description**  
If the legal description of the annexed area refers to tax lots or plats, provide this information. These can usually be obtained from the county assessor or auditor's office.  
  
If the boundary follows "a circuitous right of way," "long abandoned rights of ways" such as an old rail line, or a "mean high or mean low water mark," provide clear maps and sources of these boundaries.  
  
OFM approval will be withheld if the annexation cannot be plotted as written in the legal description.
- Census (not needed if no population or housing)**  
**Never make copies or transmit census materials via email.**  
  
Conduct a door-to-door census whenever there is population and/or housing in the annexed area. Follow OFM procedures and use OFM census forms. (Forms and manuals are available on our website at <http://www.ofm.wa.gov/pop/annex/forms>.) Mail original handwritten field enumeration sheets to OFM. The city may not retain any copies of field enumeration sheets.  
  
Send one copy of the census master control map. The master control map must show the annexation, block boundaries and addresses that are included in the census.
- Additional documentation**  
Send verification of additional actions required for the annexation to be effective including deeded water rights, deeded rights-of-way, and the boundary review board approval letter.

**Optional: Please send if readily available (email to: [pop.annexations@ofm.wa.gov](mailto:pop.annexations@ofm.wa.gov))**

- 1) GIS boundary file (preferable a shapefile) 2) List of parcel numbers 3) List of situs addresses

Call Rachel Hughes at 360-902-0599 or email [pop.annexations@ofm.wa.gov](mailto:pop.annexations@ofm.wa.gov) with any questions.

Provide a contact person, email address, and phone number so we can contact you regarding this annexation.

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_