

# INSTRUCTIONS

## FILING A MULTIPLE LANDOWNERS PETITION TO ANNEX TO A FIRE PROTECTION DISTRICT IN JACKSON COUNTY

*This process is for a petition, by multiple landowners of contiguous parcels of land, to be considered for annexation to an existing rural fire protection district in Jackson County.*

**Step 1:** The following forms shall be completed by the Petitioners:

- 1) "Petition by Multiple Landowners for Annexation to a Rural Fire Protection District in Jackson County" (hereafter referred to as Petition). This form is available at: The County Courthouse, 10 South Oakdale, Room 214, Medford; or from the County's web page ([www.jacksoncounty.org](http://www.jacksoncounty.org)) under Departments/Administration/Fire District Annexation. The Petition requires a description of the boundaries of the proposed annexation area as well as a map; please see the section "\*\*\*\*", below, for guidelines to follow.
- 2) If any of the properties to be annexed are currently included within a forest production district, then the "Application for Fire Protection by a Rural Protection District" (Oregon Department of Revenue Form 150-310-079) must also be completed and submitted. This form is available at the fire district's office or from the State of Oregon's Department of Revenue web page ([www.oregon.gov/DOR](http://www.oregon.gov/DOR)) under Forms & Publications/Property.

**Step 2:** Pursuant to Oregon Revised Statute (ORS) 198.857(2) "...the petition must be approved by indorsement thereon by the board of the affected district...".

- 1) When the Petition has been completed by the landowners who wish to annex, it is then submitted to the applicable fire district's office.
- 2) When the fire district's Board has taken the appropriate action, authorized personnel of the district will complete the **Rural Fire Protection District Indorsement** section of Page 1 of the Petition.
- 3) The fire district will contact the designated Petitioner when the paperwork is ready to be picked up.

**Step 3.** (*Skip to the 4<sup>th</sup> step if the proposed annexation area is not located within a forest protection district.*) When any area of the proposed annexation area is within a forest protection district, the Petitioner shall take the Petition to the Oregon Department of Forestry (ODF) for completion of the **Oregon Department of Forestry Approval** section on Page 1. In Jackson County, the Southwest Oregon District office is located at 5286 Table Rock Road, Central Point.

**Step 4.** The Petitioners shall submit the following items to the County Assessor's Office (Cartography) located in Room 300 of the County Courthouse, 10 South Oakdale, Medford (office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.):

- 1) Completed Petition(s);
- 2) Exhibit A (legal description);
- 3) Exhibit B (map); and
- 4) Copies of Form 150-310-079, if applicable

When Cartography has completed their review, the Petitioner will be notified of the process fees<sup>1</sup> that are due. Upon remittance of the fees, the paperwork is ready to be picked up.

---

<sup>1</sup> These fees are determined on an annual basis by Board Order; please contact Cartography at 541-774-6095 for the current fees.

**Step 5.** The Petitioners shall then submit the original Petition (in its entirety) along with the “Taxing District Boundary Change” cover sheet, prepared by Cartography, to the County Administrator’s Office (CAO) in Room 214 of the County Courthouse. The CAO will coordinate the Board of Commissioners’ public hearing date and noticing. The Petitioner(s) and the fire district will be mailed a copy of the hearing notice pursuant to ORS 198.857; they will also be mailed a copy of the final Order once it has been signed by the Board.

**Additional Information:** The CAO will forward the appropriate documentation to the Oregon Department of Revenue (DOR). The DOR Cadastral Information Systems Unit will then verify the legal description, map, and applicable ordinances for compliance and accuracy. Once the annexation is approved by DOR, an approval notice is sent to the County who will then add the property to the appropriate taxing district. Annexation requests (ie boundary changes) in the final approved form filed with the County Assessor and DOR on or before March 31<sup>st</sup> of the assessment year to which the annexation applies, will be reflected on that year’s property taxes.

**\*\*\*LEGAL DESCRIPTION AND MAP (Exhibit A and Exhibit B) GUIDELINES:** Because all fire district boundary changes are filed with and approved by the Oregon Department of Revenue, it is very important that the legal description (Exhibit A of the Petition) and the map (Exhibit B of the Petition) that are submitted are accurate. If they are not accurate and are rejected by the Department of Revenue, then you must start the entire process over again. Please use the following guidelines:

- 1) The legal description of the proposed area to be annexed shall be titled “Exhibit A.” It shall consist of a series of courses in which the first course shall start at a point-of-beginning and the final course shall end at that point-of-beginning. This point-of-beginning must be clear. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments, or, in lieu of bearings and distances, be identified by reference to: (a) Township, Range, Section or Section subdivision lines of the U.S. Rectangular survey system; (b) Survey center line or right of way lines of public roads, streets or highways; (c) Ordinary high water or ordinary low water of tidal lands; (d) Right of way lines of railroads; (e) Any line identified on the plat of any recorded subdivision defined in ORS 92.010; (f) Donation land claims; (g) Line of ordinary high water and line of ordinary low water of rivers and streams, as defined in ORS 274.005, or the thread of rivers and streams. [ORS 308.225(2)(b)(A)(1999)]. **Note:** A description that consists solely of your deed is seldom adequate. Tax lot numbers cannot be used for the legal description. If a point-of-call is to a highway or County road, the description must state to which edge or to the centerline. If a point-of-call is to a river or stream, the description must state whether it is on the mean high water, mean low water, thread, ordinary high water, or ordinary low water line. The bearing requirement can be dismissed along rivers and streams.
- 2) The map of the proposed are to be annexed shall be titled “Exhibit B.” The County Assessor’s maps are the best maps to use; they have bearings and distances and most of the information on them necessary to locate the descriptions; and they are of good scale and easy to read. Also acceptable are survey maps of your property. The survey must show the township, range, section number and the point-of-beginning, and have bearings and distances that match the legal description. On the map, highlight the area to be annexed.