



## RFPD Annexation LANDOWNER PACKET

ORS 198.857 ANNEXATION WITHOUT ELECTION BY PETITION OF LANDOWNER

To request fire protection for your property and annexation into a Rural Fire Protection District, complete the following steps for each tax lot. The County Departments will assist landowners to the extent that they are able, but it is the responsibility of landowners to collect and submit adequate documentation for acceptance by the Oregon Department of Revenue. The Oregon Department of Revenue rejects applications with inaccurate legal descriptions and tax lot maps, resulting in the necessity to restart the application process.

### 1. RFPD Board Approval Letter

**Request approval letter from Rural Fire Protection District by mailing request to them:**

**a) Tax Lot Map (Exhibit B)**

**b) Application for Fire Protection by a RFPD (State form/declaration)**

RFPD Board approval is required prior to annexation and is determined on the basis of their willingness and ability to provide fire protection for your property. If approved, they will provide a letter to you.

### 2. Application for Fire Protection by a RFPD (State form/declaration)

**Signed by all landowners**

### 3. Tax Lot Map (Exhibit B) *highlighted with the area/portion of parcel to be annexed*

**Request from the County Assessor/Tax Collector's office**

### 4. Legal Description (Exhibit A) *reflects only the portion of the parcel that you are requesting to be annexed*

**Annexing an entire parcel:** submit a copy from your records or request from the County Clerk

**Annexing only a portion of a parcel:** obtain a legal description from a title company, attorney, or surveyor

### 5. Petition for Annexation to RFPD (County form)

**Signed by all landowners**

### 6. Application Fee (\$80/parcel; \$40 each additional parcel, may include adjacent landowners, max of 5 total)

**Cash or check payable to Union County. Debit/credit cards are not accepted.**

**Submit to the Union County Planning Department** 1001 4<sup>th</sup> Street, Suite C; La Grande, OR 97850

- RFPD Board Approval Letter
- Application for Fire Protection by a RFPD (State form/declaration)
- Tax Lot Map (Exhibit B)
- Legal Description (Exhibit A)
- Petition for Annexation to RFPD (County form)
- Application fee

The Union County Board of Commissioners will schedule and hold a public meeting to review the boundary change and property annexation request. Notice of the meeting will be published in the newspaper and mailed to applicant/landowners. Applicant/landowners are not required to be present at the meeting.

Properties are annexed into Rural Fire Protection Districts by Court Order. Notice of district boundary change and annexation will be provided to the RFPD, Oregon Department of Revenue, and the Union County Assessor/Tax Collector's Office. Approved property annexations are taxed for fire protection on the county tax roll by both the Rural Fire Protection District and by the State Board of Forestry under ORS Chapter 477. The annual cost of fire protection will be reflected on your property tax statement after annexation.

**Legal Description requirements (Exhibit A)** Department of Revenue Requirements; ORS 308.225(2)(b), OAR 150-308-0355

- 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)].
- 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

**A tax lot number is not an acceptable legal description and a deed's description may not be adequate.**

**Tax Lot Map requirements (Exhibit B)** Department of Revenue Requirements; ORS 308.225

Acceptable maps are those that are provided by the County Tax Collector/Assessor, the Department of Revenue, and ORMAP found at [www.ormap.net](http://www.ormap.net). They are of good scale and easy to read with bearings and distances. Survey maps are also acceptable when they show the township, range, section number, the point-of-beginning, and have bearings and distances that exactly match the legal description.

## Rural Fire Protection Districts

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**Cove Rural Fire Protection District**

(541) 568-7734  
607 Main St, Cove, OR 97824

**Elgin Fire Protection District**

(541) 437-1828  
901 Alder Street, Elgin, OR, 97827

**Imbler Rural Fire Protection District**

(541) 534-6351  
180 Ruckman Ave, Imbler, OR 97841

**La Grande Rural Fire Protection District**

(541) 963-6895  
10200 S McAlister Rd, La Grande, OR 97850

**Powder Fire Protection District**

(541) 898-2520  
320 E St, North Powder, OR 97867

**Union Rural Fire Protection District**

(541) 524-6226  
570 East Beakman Street, Union, OR, 97883

## County Offices

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**Union County Assessor/Tax Collector's Office**

(541) 963-1002            1001 Fourth Street, Suite A & B, La Grande, OR 97850

**Union County Clerks Office**

(541) 963-1006            1001 Fourth Street, Suite D, La Grande, OR 97850

**Union County Emergency Services** [em@union-county.org](mailto:em@union-county.org)

(541) 963-1009            1106 K Avenue, La Grande, OR 97850

# APPLICATION FOR FIRE PROTECTION BY A RURAL FIRE PROTECTION DISTRICT

On forestland included within a forest protection district under ORS 477.205 to 477.281 as provided by ORS 478.140

TO: \_\_\_\_\_ Rural Fire Protection District

<p style="text-align: center; margin-top: 20px;">Enter Name and Address below</p> <p style="margin-top: 20px;">Telephone Number: _____</p>	R.F.P. DISTRICT USE ONLY		ASSESSOR'S USE ONLY	
	Date Received	Approved	Date Received	Approved
<p><b>INSTRUCTIONS TO APPLICANT</b></p> <ol style="list-style-type: none"> <li>1. Applicant must own the property or be purchasing it under contract.</li> <li>2. File separate application for each tax account.</li> <li>3. File original form with the Rural Fire Protection District in which your property is located.</li> <li>4. Retain a copy for your files.</li> </ol> <p><b>INSTRUCTIONS TO RURAL FIRE PROTECTION DISTRICT</b></p> <ol style="list-style-type: none"> <li>1. Forward a copy to the assessor of the county in which the property is located within 20 days of receipt from applicant.</li> </ol>				

## PROPERTY DESCRIPTION

Deed or     Contract    Deed Volume and Page or Instrument Number: \_\_\_\_\_ Date Recorded: \_\_\_\_\_  
 \_\_\_\_\_ County    Account Number (as shown on your tax statement): \_\_\_\_\_

Section Subdivision or Name of Addition	Section or Lot	Township or Block	Range	Acres

I, as owner, hereby request that part of the above-described property which is protected against fire by the State Board of Forestry under the provisions of Oregon Revised Statute (ORS) 477.205 to 477.281, also be protected against fire by the rural fire protection district in which it is located.

1. This property is located within the exterior boundaries of the above-named Rural Fire Protection District and a forest protection district as defined in ORS 477.205 to 477.281.
2. I understand that I will be taxed for fire protection on the county tax roll by both the rural fire protection district and by the State Board of Forestry under ORS Chapter 477.

## DECLARATION

I declare under the penalties for false swearing as contained in ORS 305.990(4) that this document has been examined by me and to the best of my knowledge it is a true, correct, and complete statement.

Applicant's Signature <b>X</b>	Date
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# UNION COUNTY PLANNING DEPARTMENT

Scott Hartell, Planning Director

1001 4th Street, Suite C

La Grande, OR 97850

PHONE (541) 963-1014

FAX (541) 963-1039

## PETITION FOR ANNEXATION TO RFPD ORS 198.857

Map/Lot: Twp. \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_ Ref # \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Rural Fire Protection District \_\_\_\_\_

### Attach:

- RFPD letter of approval
- Exhibit A: Legal Description
- Exhibit B: Tax Lot Map
- Application for Fire Protection by a RFPD (State form/declaration)
- Application fee (\$80/parcel; \$40 each additional parcel, up to 5 parcels total)

Pursuant to ORS 198.857, I, as owner, hereby request that the above-described property be protected against fire by the rural fire protection district in which it is located, named above, in Union County, Oregon. I understand that I will be taxed for fire protection on the county tax roll by both the rural fire protection district and by the State Board of Forestry under ORS Chapter 477.

### Signature of all petitioners and/or landowners:

Print	Signature	Date
Print	Signature	Date
Print	Signature	Date
Print	Signature	Date
Print	Signature	Date

<b>OFFICE USE ONLY</b>	_____ RFPD LETTER OF APPROVAL RECEIVED
COURT ORDER #	_____ OR DEPT OF REVENUE PRELIMINARY REVIEW, ORS 308.225
	_____ COUNTY APPLICATION DEEMED COMPLETE
	_____ APPROVED BY COURT ORDER, COUNTY BOARD OF COMMISSIONERS
	_____ ACCEPTED BY OR DEPT OF REVENUE