



UNION COUNTY Planning Department

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Planning Director

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PETITION FOR ANNEXATION INTO A RURAL FIRE PROTECTION DISTRICT

One petition per parcel/lot or portion of parcel/lot to be annexed
Application fee is \$80 for one application - additional applications are \$40

Submission Date: _____

Petitioner(s) Name(s)	
Phone Number	
Email Address	
Mailing Address	

Township	Range	Section	Tax Lot	Zoning Designation	Acreage	Tax Assessor's Ref. No.

Include additional property information as an attachment if necessary.

Situs Address or N/A:

Annexing into ☐ Cove ☐ Elgin ☐ Imbler ☐ La Grande ☐ North Powder ☐ Union

Attach: 1) RFPD letter of approval, 2) legal description, and 3) tax lot map

ATTESTATION

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.

Signatures of all landowners is required – *include an additional attachment if necessary*

Signature		Signature	
Printed Name	Date	Printed Name	Date

_____ Date Oregon Dept of Revenue Preliminary Approval received	
_____ Date approved by Court Order, County Board of Commissioners	Court Order # _____
_____ Date accepted by Oregon Department of Revenue	

RFPD Annexation Instructions

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.

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 does reject applications with inaccurate legal descriptions and tax lot maps, resulting in the necessity to restart the application process.

THE FOLLOWING ITEMS MUST BE ATTACHED TO THE COUNTY'S PETITION FOR ANNEXATION TO RFPD APPLICATION

1. RFPD Board Approval Letter

Request an approval letter from the Rural Fire Protection District you want to be annexed into. Do this by mailing them an Application for Fire Protection by a Rural Fire Protection District signed by all landowners. A fillable form is available at oregon.gov/dor/forms/FormsPubs/310-RF079.pdf

The 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. Tax Lot Map with the area of tax lot to be annexed highlighted

The map must be accurate and match the legal description provided for the property. You can create this map at www.ormap.com or request this map from the County Assessor/Tax Collector's office. It is your responsibility to ensure it is accurate and you are responsible for making corrections.

3. Legal Description of the area to be annexed

The legal description must be a full metes and bounds description and describe only the area that you are requesting to be annexed, The description must be correct or it will be rejected by the Oregon Department of Revenue and the applicant may need to start the process over.

Application Fee must be paid in cash or check payable to Union County. Debit/credit cards are not accepted.

Process

1. **District Acceptance** – Your RFPD reviews and accepts your annexation request.
2. **Submit to County Planning** – Turn in the petition and required materials to Union County Planning.
3. **Revenue Check** – County Planning forwards your packet to the Oregon Department of Revenue (DOR) for preliminary approval.
4. **Public Hearing Scheduled** – If DOR gives preliminary approval, your request is set for a Union County Board of Commissioners hearing.
5. **Public Notice** – Notice is published in the newspaper and mailed to applicants before the hearing.
6. **Board Decision** – The Board considers and decides on the boundary change and annexation.
7. **Court Order & Notifications** – If approved, annexation is finalized by County Court Order. Notices go to the RFPD, DOR, and the Union County Assessor/Tax Collector.

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

The Department of Revenue Requirements, ORS 308.225(2)(b) and OAR 150-308-0355, are described as follows:

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

Tax Lot Map requirements Department of Revenue Requirements, ORS 308.225

Acceptable maps when entire tax lots are being annexed are those that are provided by the County Assessor/Tax Collector's Office or those which can be created at www.ormap.net. They are of good scale and easy to read with bearings and distances. However, if only a portion of a tax lot is being annexed, a survey map that shows the township, range, section number, the point-of-beginning, and have bearings and distances that exactly match the legal description is required.

Rural Fire Protection Districts

Cove Rural Fire Protection District
(541) 568-7734 covefire@frontier.com
607 Main St, Cove, OR 97824

Imbler Rural Fire Protection District
(541) 534-6351
160 Ruckman Ave, Imbler, OR 97841

North Powder Rural Fire District
(541) 910-0006 tlazytfarm@gmail.com
710 E St, North Powder, OR 97867

Elgin Fire Protection District
(541) 437-1828 elginrfdpd@gmail.com
155 N 10th Ave, Elgin, OR, 97827

La Grande Rural Fire Protection District
(541) 963-4040 info@lagranderuralfire.org
10200 S McAlister Rd, La Grande, OR 97850

Union Rural Fire Protection District
(541) 963-6895 union.rfpd@outlook.com
570 East Beakman Street, Union, OR, 97883