

Washington State Boundary Review Board for King County

RCW 36.93.110 Waiver Standard Operating Procedures

I. Policy Framework:

a. [RCW 36.93.110](#)

Where an area proposed for annexation is less than ten acres and less than two million dollars in assessed valuation, the chair of the review board may by written statement declare that review by the board is not necessary for the protection of the interest of the various parties, in which case the board shall not review such annexation.

b. Organization and Rules of Practice and Procedure Section ([ORPP](#)) IV.B.1

Filing Date

Upon determination that the Notice of Intention is legally sufficient, that all necessary fees have been paid, and that all required review processes have been duly completed, the Executive Secretary shall assign a filing date to be effective as of the time the Notice of Intention is deemed legally sufficient.

II. Procedures

- a. After the Executive Secretary has assigned a filing date for a legally sufficient Notice of Intention (NOI) pursuant to ORPP IV.B.1, they will notate whether the proposed annexation area is less than ten acres and less than two million dollars in assessed valuation.
- b. If the proposed annexation area is less than ten acres and less than two million dollars in assessed valuation, the Executive Secretary shall electronically send the NOI to the Board Chair.
- c. Should the Board Chair wish to issue a waiver for the file pursuant to RCW 36.93.110, the Board Chair shall direct the Executive Secretary to prepare an RCW 36.93.110 Waiver Form (Waiver Form) for the file as well as note the Board Chair's signing of the waiver on the Agenda for the next Regular Meeting or Special Meeting of the Board. The Board Chair shall provide this direction to the Executive Secretary no later than seven days before a Regular Meeting or 48 hours before a Special Meeting.
 - i. The Executive Secretary shall then prepare an RCW 36.93.110 Waiver Form and add an item to the Agenda for the next Regular Meeting or Special Meeting during which the Board Chair will sign the waiver form. The agenda item shall include a link to the NOI on the Board's website.
- d. Within three business days post Waiver Form signing, the Executive Secretary shall issue a Closure Letter to the initiating agency informing it of the issuance of the Waiver and post it on the Board's website.
- e. Within three business days post Waiver Form signing, the Executive Secretary shall notify affected government agencies of the issuance of the waiver and closure of the Board's file.

Washington State Boundary Review Board for King County

WAIVER OF REVIEW BY BOARD FORM

IN RE:	INITIATING AGENCY NAME	FILE NO. XXXX
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The proposed annexation area for this matter is DESCRIBE PROPOSED ANNEXATION AREA AND VALUATION HERE. ATTACH DOCUMENTATION (see Exhibit A.) The proposed annexation area is less than ten acres and the assessed valuation of the proposed annexation area is less than two million dollars in assessed valuation.

Therefore, pursuant to RCW 36.93.110, I, XXXXXXXXXXXX, Chair of the Washington State Boundary Review Board for King County (WSBRBKC), do hereby declare that review by the WSBRBKC of the proposed annexation WSBRBKC File No. XXXX – XXXXXXXXXXXXXXXXXXXX is not necessary for the protection of the interest of the various parties. Accordingly, WSBRBKC waives review of this proposal.

Signed this XX day of XXXXX, 20XX, in XXXXXXXX, WA.

XXXXXXXX, Chair

XXXXXXXX, Executive Secretary