

## ANNEXATION OF PROPERTY TO THE JEFFERSON COUNTY FIRE DISTRICT #1

**GENERAL INFORMATION:** The annexation of property to the Jefferson County Fire District #1 (fire district) is governed by Chapter 198, of the Oregon Revised Statutes (ORS), and certain policies of the fire district itself. The purpose of this handout is to assist persons interested in annexing property to the fire district in understanding the applicable state laws and fire district policies.

Generally speaking, property may be annexed to the fire district either through a process involving elections within the area proposed for annexation and the fire district; ORS 198.855, or by petition of the landowner; ORS 198.857. Additional information on the election process may be obtained from the Fire District. The information required in conjunction with the annexation is much the same under either process.

Territory may be annexed if the following conditions can be established:

1. The property must be contiguous to the existing fire district boundaries or surrounded by fire district boundaries.
2. The proposed annexation must be consistent with statewide land use planning goals and the comprehensive plan of Jefferson County.
3. The cost of the annexation shall be paid by the petitioners.

Although the assistance of the Fire District staff employees is available, the policy of the fire district is to place much of the responsibility for the work involved in processing an application for annexation on the citizens wishing to annex. The fire district may require specific planning studies or a bond to cover the cost of such studies.

If you wish to annex property to the Fire District, carefully review this handout first. If you have questions, please ask for assistance.

**STEP ONE:** Before the Fire District accepts an application to annex property, the following materials must be submitted to the Fire District Board:

1. A vicinity map showing the location and the boundary (including a written legal description) of the area proposed to be annexed in relation to the Fire District and boundaries. The scale on the map must be of a scale between 1" = 400' and 1" = 1000'. Maps may be obtained from the GIS Department of Jefferson County located at the Jefferson County Annex building 66 SE D Street, Madras, OR 97741.

2. Assessor's maps showing the proposed area, and particularly denoting those parcels in the area for which owners have consented for annexation. These maps may be obtained at the Jefferson County Assessor's Office, 66 SE D Street, Madras, OR 97741.
3. Consent to Annexation Form is attached to this handout. Please take care to provide the correct information. All of the requested information on the form must be complete or it will not be accepted for filing. For property owner's reference, applicants should attach to this application, a map showing the proposed annexation boundaries. The following shall be provided:
  - a. Tax Lots(s): Provide tax code (e.g. 13-1); tax map identification (e.g. T11S, R13E, Sec 12); and tax lot number (e.g. TL 400). On a Jefferson County Assessor's tax statement, this information appears directly below the owner or agent's name. This information must be provided for each lot contained within the territory proposed to be annexed. A metes and bounds description shall also be attached.
  - b. Owner's name(s) and signature(s): The consent form must be signed by the legal owner(s). Purchaser under a recorded land sale contract are considered landowners for purposes of this consent. If the property is in joint ownership (e.g. tenants by the entirety, joint tenants, etc.), all of those with an interest must sign before the total ownership area, or assessed valuation can be counted.
  - c. Land area: If the parcel is greater than 1 acre, the area will be shown on the tax statement. If less than 1 acre, consult the Assessor's Office for this information.
  - d. Business: Provide the name of any business being conducted on the property.
  - e. Assessed value: Values are itemized on the tax statement for the property. Consult the Assessor's Office if you have any questions.

**STEP TWO:** Once all of the required information has been provided to the Fire District, the proposed annexation will receive a preliminary review by the Fire District staff. Suggestions for realignment of annexation boundaries may be made. You will be advised as to the status of the proceedings, if you inquire.

**STEP THREE:** After the proposed annexation has received staff review, the proposal will be placed before the Fire District Board. The Fire District Board must approve the property to be annexed.

**STEP FOUR:** Following the review and approval by the Fire District Board, the petition of annexation must be filed with the County Board of Commissioners. A public hearing on the annexation will be scheduled before the County Board of Commissioners. The hearing shall be held not sooner than 20 days nor later than 50 days after the date on which the petition is filed. Written notice of the hearing shall be mailed to the petitioner and to the board of the affected district.

When determining whether to approve the petition, the County Board of Commissioners shall consider the local comprehensive plan for the area and any service agreement executed between a local government and the affected district. If the petition is approved, the County Board of Commissioners shall enter an order describing the boundaries of the land and declaring the land annexed to the district.

**JEFFERSON COUNTY FIRE DISTRICT #1  
PETITIONER'S CERTIFICATIONS**

**Form Instructions:**

Please fill out the following questions to the best of your ability.  
Sign and date the bottom of the form and return to the fire district with the Petition form.

1. What are the primary land uses in the area? (e.g. warehousing, orchard, single family residential, undeveloped, etc.) Please indicate the approximate percentage of land devoted to each use.

*Single-family, rural-residential (0.75%), private campground (0.63%), undeveloped land (98.62%)*

2. Is there any contemplated change in land use after annexation? If so, what changes, and when is such a change likely to occur?

*No contemplated or planned land use changes.*

3. Upon annexation, do you anticipate applying to change the zoning? If so, what classifications(s)?

*No anticipated or planned zoning changes.*

I/We have reviewed and confirmed all information hereby supplied to the fire district and find it to be true to the best of my/our knowledge.

Date March 3, 2022

Signature(s): 

\_\_\_\_\_

**PRELIMINARY STATEMENT OF PETITION TO ANNEXATION  
FORM INSTRUCTIONS:**

The consent to annex forms are the backbone of the annexation process. They are the legal instrument whereby property owners request the fire district consider annexation of their property. Several property owners may sign the same form or separate forms may be prepared with the property description and map attached to each consent form used.

Please provide all information requested on the form:

- A. Each property owner must note that his property is within the proposed annexation boundary, which is why it is essential that a description of the property be on the consent form. The tax lot description will be composed of tax code (e.g. 13-1), a tax map identification number (e.g. T11S, R13E, Sec 12), followed by a tax lot number (e.g. TL 400). On a Jefferson County Assessor's tax statement, this information can be found directly below the owner or agent's name.
- B. The legal description of the boundary change 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. Each course shall be identified by bearings and distances and, when available, refer to deed lines, deed corners and other monuments.(Metes and bounds)
- C. The consent form must be signed by the legal owner(s). When property is owned jointly, each owner must sign for his/her own interest (e.g. joint tenancy or undivided interests). Purchasers under a recorded contract of sale are considered legal owners, not the seller.
- D. Land area - is shown on the tax statement if the parcel is greater than 1 acre in size. If the parcel is less than 1 acre consult the County Assessor's office.
- E. Business - Provide the name of any business being conducted from the premises.
- F. Assessed value - These values are itemized on tax statements. Like other property ownership information, this can also be obtained from the County Assessor's Office.

Please note this consent form is intended primarily to enable the fire district to determine affected property owners' interest in annexation. If the annexation boundaries are expanded, or reduced, from those shown on the attached map, another consent form will be required with the property owners' signature(s).

**PETITION OF ANNEXATION  
PURSUANT TO ORS 198.857  
TO  
JEFFERSON COUNTY RURAL FIRE PROTECTION DISTRICT #1  
PRINCIPAL ACT, ORS 478.001-478.990  
AFFECTED COUNTIES;  
JEFFERSON  
STATE OF OREGON**

**Property Owners Name:**

*Riffle Ranch Foundation, a Nevada Nonprofit Corporation*  
*Nathan Styffe, Executive Director*

, being first duly sworn, depose and say: That we are owners of the following described land  
(Insert or Attach Legal Description):

*See "Exhibit A" and "Exhibit B" (attached).*

That this property lies within the contiguous territory of the Jefferson County Fire District #1, and that we hereby petition in writing to annexation of this land into the District.

Land Area 118.01

Business **Riffle Ranch Foundation, a Nevada Nonprofit Corporation**

Maximum Assessed Value: Total: \$825,840

(Assessed RMV) Land: \$3,580,940 Improvements: \$977,160

DATED this 3 day of MARCH, 2026

Owner(s) Signature:



Jefferson County Fire District No. 1

\_\_\_\_\_

ACCT # MAP ID  
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10315 0912360000101  
10316 0912360000200  
1 0912360001100

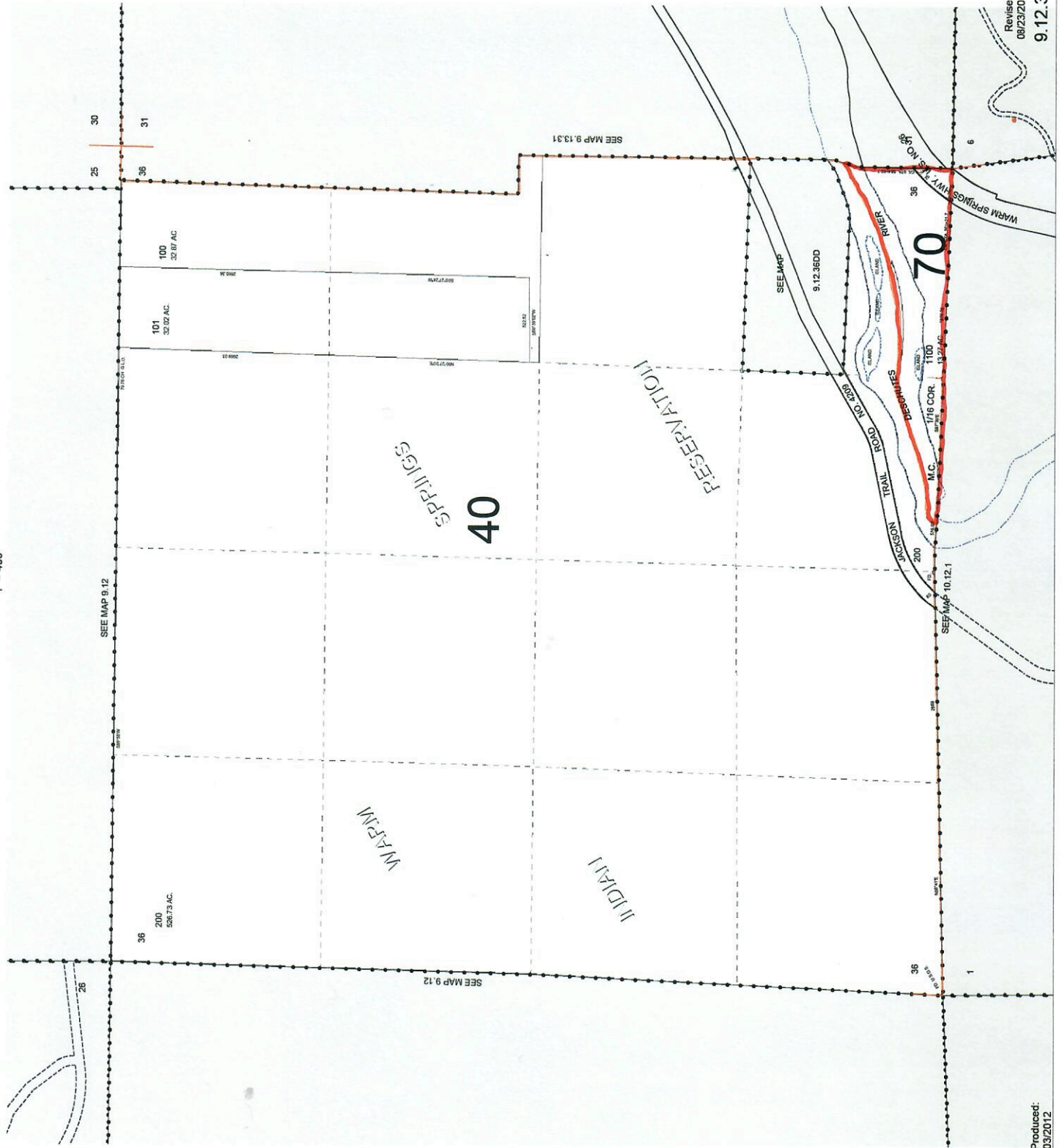
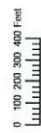
SECTION 36 T.9S. R.12E. W.M.  
JEFFERSON COUNTY

1" = 400'

9.12.36

CANCELLED:

THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY



Revised  
09/23/2001  
9.12.36

Map Produced:  
07/03/2012

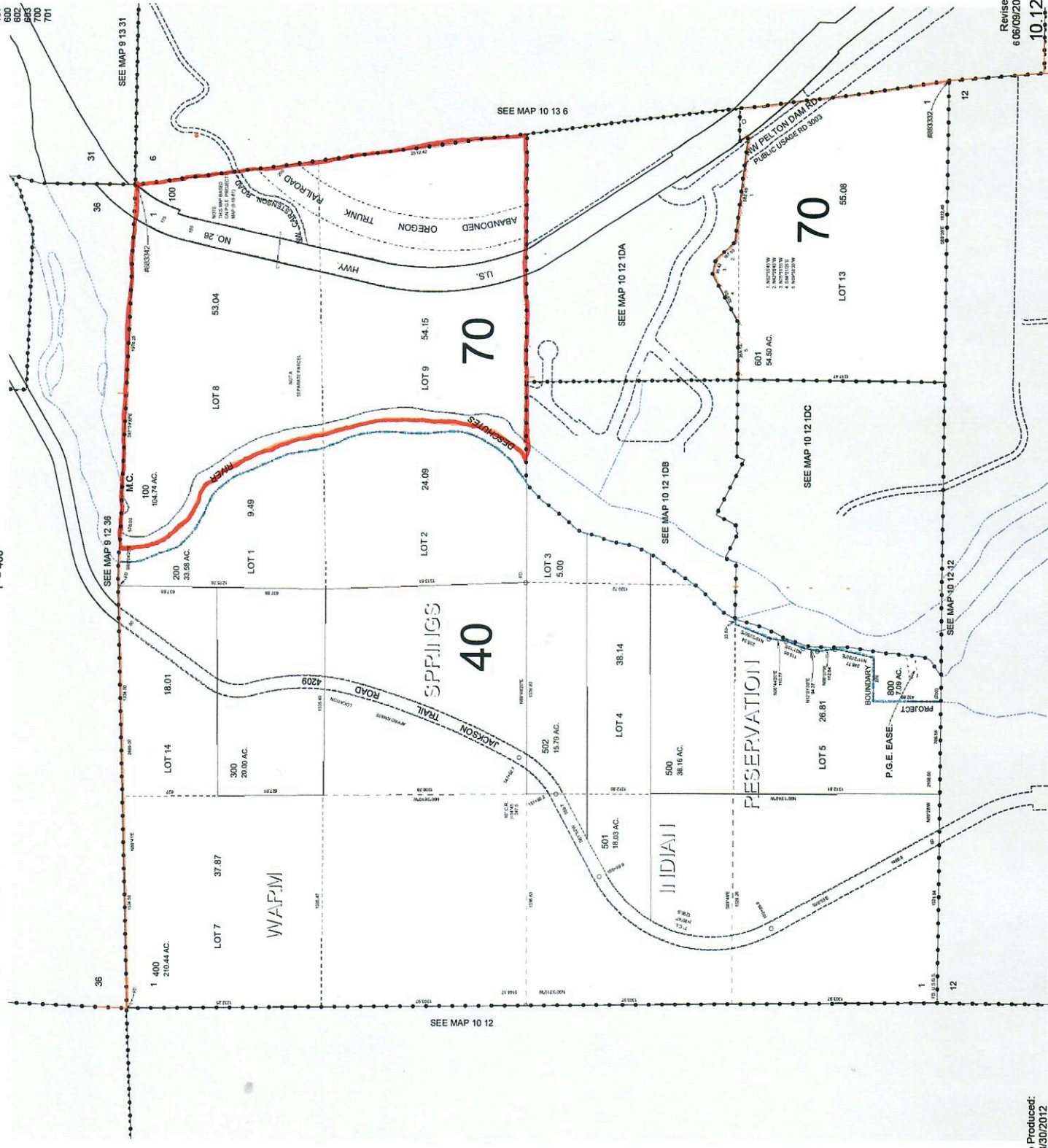
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 10363 1012010000300  
 10364 1012010000400  
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 11175 1012010000501  
 11176 1012010000502  
 158 1012010000601  
 10386 1012010000800

THIS MAP WAS PREPARED FOR  
 ASSESSMENT PURPOSE ONLY

0 100 200 300 400 Feet

SECTION 1 T.10S. R.12E. W.M.  
 JEFFERSON COUNTY  
 1" = 400'

10.12.1  
 CANCELLED:  
 101  
 600  
 605  
 700  
 701



Revised  
 6/09/2002  
 10.12.1

Map Produced:  
 08/30/2012

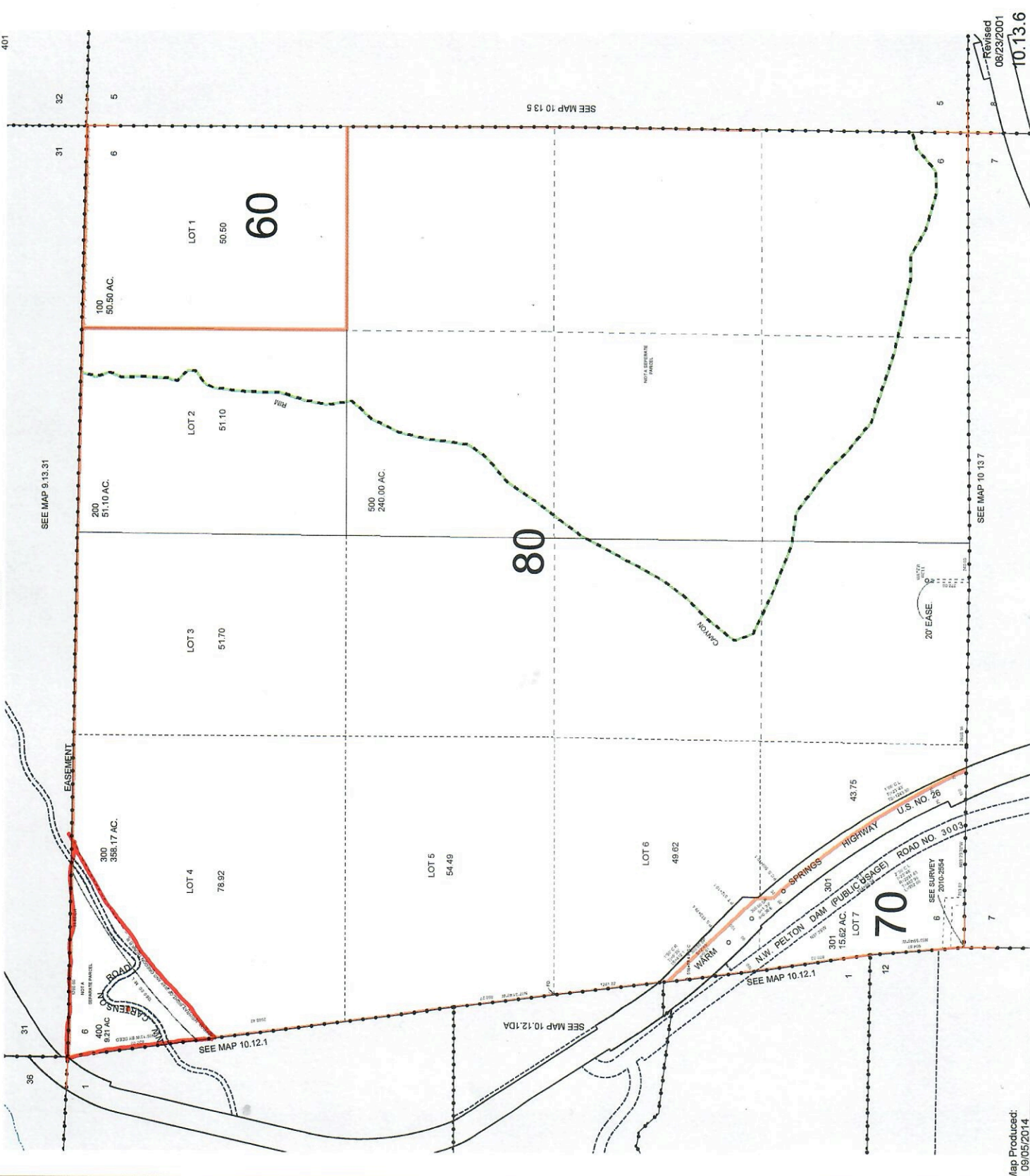
ACCT #	MAP ID
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329	1013060000200
330	1013060000300
167	1013060000301
332	1013060000500
10364	1013360000400

10.13.6  
 CANCELLED:  
 302  
 401

SECTION 6 T.10S. R.12E. W.M.  
 JEFFERSON COUNTY  
 1" = 400'

THIS MAP WAS PREPARED FOR  
 ASSESSMENT PURPOSE ONLY

0 100 200 300 400 Feet



Revised  
 06/23/2001  
 10.13.6

Riffle Ranch Foundation Legal Description

**EXHIBIT A**

PARCEL 1:

That portion of the South half of the Southeast quarter (South 1/2 SE 1/4) of Section Thirty-six (36), Township Nine (9) South, Range Twelve (12) East of the Willamette Meridian, lying South and East of the Deschutes River in Jefferson County, Oregon.

EXCEPTING THEREFROM those portions as conveyed to the State of Oregon, by and through its State Highway Commission in Jefferson County Deed Book 12, Page 628, and that portion described in Deed to the State of Oregon, by and through its Department of Transportation, recorded October 14, 1971, in Jefferson County as Instrument No. 102898, (Book 47, Page 639).

PARCEL 2:

Lots Eight (8) and Nine (9), Section One (1), Township Ten (10) South, Range Twelve (12) East of the Willamette Meridian, Jefferson County, Oregon.

EXCEPTING THEREFROM those portions as conveyed to the State of Oregon, by and through its State Highway Commission in Jefferson County Deed Book 12, Page 628, and that portion described in Deed to the State of Oregon, by and through its Department of Transportation, recorded October 14, 1971, in Jefferson County as Instrument No. 102898, (Book 47, Page 639).

PARCEL 3:

Beginning at a point at the Northwest corner of Lot Four (4), Section Six (6), Township Ten (10) South, Range Thirteen (13) East of the Willamette Meridian, Jefferson County, Oregon; thence East along the North line of said Lot 4 a distance of 1200 feet, more or less, to the Northwesterly line of the abandoned Oregon Trunk Railroad right of way; thence Southwesterly along the Northwesterly line of said right of way to a point on the West line of said Lot 4, said point being South 5°13' East from the point of beginning; thence North 5°13' West 830 feet, more or less to the point of beginning.

EXCEPTING THEREFROM that portion conveyed to the State of Oregon, by and through its State Highway Commission in Jefferson County Deed recorded October 18, 1971, as Instrument No. 102920, (Book 47, Page 649), Jefferson County, Oregon Deed Records.

Riffle Ranch Foundation Tax Lots:

**EXHIBIT B**

PARCEL 1

PARCEL 2

Tax code: 0070

Tax map identification: T9S, R12E, Section 36

Tax lot: 1100

PARCEL 2

Tax code: 0070

Tax map identification: T10S, R12E, Section 1

Tax lot: 100

PARCEL 3

Tax code: 0080

Tax map identification: T10S, R12E, Section 6

Tax lot: 400