

# Boundary Change Notice from Taxing District

Boundary change packets must be received in final approved form by the **Department of Revenue** and the **County Assessor(s)** by March 31.

For Department of Revenue use only		
Prepared by	File number	
Date received	Date approved	Date disapproved
Notes		

Request for:  Preliminary approval  Final approval Date submitted: \_\_\_\_\_

District name			
Mailing address	City	State	ZIP
County name	Second county name (if applicable)		
Contact person	Second contact person (if applicable)		
Phone	Email		
Ordinance/resolution/order	Planning file number		
Election date	Effective date		
Notes			

**Boundary action:**

- Boundary change  Proposed boundary change (effective after Mar. 31 or requires election)  Delayed annexation

**The change is for:**

- Formation of a new district  
 Annexation of territory to a district  
 Withdrawal of territory from a district  
 Dissolution of a district  
 Transfer  
 Merger or consolidation  
 Establishment of tax zone

**Documents required for final review:**

- Ordinance / resolution / order  
 Map of boundary change  
 Legal description of boundary change  
 School district boundary change form (must be included with school district boundary changes)  
 Other supporting documents—List:

**Email submission to:**

boundary.changes@oregon.gov

**Or Send to:**

Oregon Department of Revenue  
 Cadastral Information Systems Unit  
 PO Box 14380  
 Salem OR 97309-5075

**Contact us:**

boundary.changes@oregon.gov  
 Fax: (503) 945-8737