APPLICATION CHECKLIST FOR CHANGES
OF ORGANIZATION OR REORGANIZATION

The following items must be submitted for boundary change proposals (such as annexation, detachment, or formation) at the time of application submittal, unless otherwise indicated. Please submit electronic files of all information requested.

A. Application Form - An application form must be filled out completely and signed by the applicant.

B. Petition or Resolution - An application may be filed by resolution of a legislative body (a city, county or special district, etc.) or by petition of a proponent (an individual or group). The Notice of Intention to Circulate Petition(s) must be submitted to LAFCo. Please contact the LAFCo office to review petition and resolution of application examples.

C. Plan for Services - A plan for providing services, pursuant to Government Code Section 56653, which includes: 1) Enumeration and description of services to be extended to the affected territory; 2) The level and range of such services; 3) An indication of when such services can feasibly be extended to the affected territory; 4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities or other conditions the city could impose or require in the affected territory, should it come under city jurisdiction; 5) An indication of how such services will be financed; and 6) Any additional information required by the Executive Officer.

D. Site Map(s): An 8.5″ x 11″ site map showing the subject territory and existing agency boundaries.

E. Geographic Description - A metes-and-bounds description of the perimeter boundary of the subject territory. Please include all background material such as deeds or tract maps. Contact the LAFCo Executive Officer to determine whether this boundary description can be deferred until the end of the boundary reorganization process.

F. Assessor Parcel Numbers - A list of affected assessor parcel numbers (APN).

G. Environmental Documents - Any environmental documentation pursuant to the California Environmental Quality Act (CEQA) prepared for the proposal. Please include any technical reports, written comments, a copy of the Notice of Determination showing the date filed with the County Clerk, and environmental filing fee receipt from the California Department of Fish and Game.

H. Landowner Consent - If the proposal has 100 percent written landowner consent within the territory proposed for the change of organization, the Commission may consider it without a noticed public hearing. Please submit letters of consent from each property owner, if applicable.

I. Property Tax Revenue Exchange Agreement - If the proposal involves (1) annexation to a city and/or changes in district boundaries, and (2) the affected agency receives a portion of the 1% property tax, then a property tax exchange agreement must be completed by the County and any affected agency prior to the application being determined complete for consideration by the Commission. To assure satisfaction of this requirement, LAFCo requires applications to be accompanied by documentation that property tax negotiations have been completed. Otherwise, the process contained in Section 99 of the Revenue and Taxation Code shall apply at the time of application.

J. Pre-zoning Ordinance for City Annexations - a copy of the adopted pre-zoning ordinance for city annexations.

K. Processing Fees - An initial deposit toward the actual cost of processing proposals must be paid at the time an application is submitted, as indicated in the Fee Schedule. A refund shall be issued for any portion of the fee not used for processing. Where fees exceed the required amount, the applicant shall be notified by the Executive Officer to pay an addition amount.

Applicants are also responsible for payment of applicable State Board of Equalization (BOE) fees, as listed in the BOE fee schedule. LAFCo will collect the BOE fee after Commission approval of boundary change proposals.