

Sonoma Local Agency Formation Commission

111 Santa Rosa Avenue, Suite 240 Santa Rosa, CA 95404
707-565-2577 sonomalafco.org

1. NOTICE OF INTENT TO CIRCULATE A PETITION

If the proposal includes parcels owned by parties other than the applicant, and the applicant wishes to "petition" the other owners to consent to the action, the applicant must file a Notice of Intent to Circulate Petition with the Executive Officer of the Sonoma Local Agency Formation Commission prior to circulating the petition. Upon receipt of this Notice, the Executive Officer is required to notify all affected **agencies**.

Notice is hereby given of the intention to circulate a petition proposing to: *(Describe proposed change – such as, “annexation of territory to the City of _____ and detachment from the _____ Fire Protection District)*

The reasons for the proposal are: *(Provide a written statement not to exceed 500 words in length, setting forth the reasons for the proposal)*

Name and address of proponent:

Signature of Proponent

Date

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2. INDEMNIFICATION AGREEMENT - Return form with original signatures to LAFCO

As part of this application, applicant and real party in interest, if different, agree to defend, indemnify, hold harmless, and release the Sonoma County Local Agency Formation Commission, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the Sonoma County Local Agency Formation Commission, its agents, officers, attorneys, or employees.

Executed at: _____, California on

Date: _____

APPLICANT

By: _____

Print Name: _____

Title: _____

Mailing Address: _____

REAL PARTY IN INTEREST (If different from Applicant)

By: _____

Print Name: _____

Title: _____

Mailing Address: _____

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3. APPLICANT FINANCIAL DISCLOSURE FORM INFORMATION SHEET

Pursuant to Government Code Section 84308, the Applicant Financial Disclosure Form must be completed by applicants for, or persons who are the subject of, any proceeding pending before the Sonoma Local Agency Formation Commission (“Sonoma LAFCO”). A public agency applicant is not required to complete this form; however, any agent and/or person having a financial interest in the outcome must submit the form. **The completed Applicant Financial Disclosure Form, with original signatures, must be filed with your application.**

1. If you are an applicant for, or the subject of any application or proceeding pending before Sonoma LAFCO, you are prohibited from making a campaign contribution of more than \$250.00 to any commissioner or alternate commissioner. This prohibition ends three (3) months after a final decision is rendered by Sonoma LAFCO. In addition, no commissioner or alternate commissioner may solicit, accept, or direct a contribution of more than \$250.00 from you during this period. These prohibitions also apply to your agents and/or lobbyists. If you are a closely held corporation, this prohibition applies to your majority shareholder(s) as well.
2. You must file the attached form, disclosing whether you or your agent(s) have contributed more than \$250.00, in the aggregate, to any commissioner or alternate commissioner during the 12 months preceding the filing of the application.
3. If you or your agent have made a contribution to any commissioner or alternate commissioner during the 12 months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner or alternate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

Definition of Terms

1. A proceeding involving a “license, permit or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements of land use, all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit, or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of greater than \$250.00 has been made, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agents within the preceding 12 months. Campaign contributions made to different commissioners or their alternates are not aggregated.

This notice summarizes the major requirements of Government Codes Section 84308 of the Political Reform Act and 2 California Administrative Code Sections 18438.1 -18438.8. For more information, contact Sonoma LAFCO staff at 575 Administration Drive, Rm 104A, Santa Rosa, CA 95403, (707) 565-2577, or the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

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APPLICANT FINANCIAL DISCLOSURE FORM

Designated Title of Proposal: _____

Party's Name: _____

Party's Full Address: _____

NO	YES
I certify that contributions totaling more than \$250.00 <u>HAVE NOT BEEN MADE</u> to any commissioners, alternate commissioners, or candidates within the 12 months preceding the filing of this application.	I certify that contributions totaling more than \$250.00 <u>HAVE BEEN MADE</u> , within the 12 months preceding the filing of this application, to a commissioner, alternate commissioner, or candidate, as indicated below.
_____ Signature	_____ Signature
_____ Date	_____ Date

If you completed the "Yes" box above, please provide information as indicated below. Names of current Sonoma LAFCO commissioners and alternate commissioners are provided for reference. Use additional sheets if necessary.

To Whom Was Contribution Made?	Contributor Name (if other than applicant)	Contribution Date	Contribution Amount

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4. COMPLIANCE WITH POLITICAL EXPENDITURE AND CONTRIBUTION DISCLOSURE REQUIREMENTS

Pursuant to Government Code Sections 56700.1 and 57009, effective January 1, 2008, expenditures for political purposes related to a proposal for a change of organization or reorganization, contributions in support of or in opposition to any proposal, and expenditures and contributions for political purposes related to proceedings at the conducting authority (protest) stage of the LAFCO process are subject to reporting and disclosure to the same extent as required for local initiative measures under the Political Reform Act, Government Code Section 81000 et seq., and the regulations of the Fair Political Practices Commission implementing that law.

1. Any person or combination of persons who directly or indirectly makes an expenditure, independent expenditure or contribution for political purposes, of \$1,000 or more, in the aggregate, in support of, or in opposition to, a change of organization or reorganization submitted to the Commission, is subject to the requirements of the law.
2. Any person or combination of persons who directly or indirectly makes an expenditure, independent expenditure, or contribution for political purposes, of \$1,000 or more, in the aggregate, which is related to conducting authority (protest) proceedings for a change of organization or reorganization or in support of or in opposition to those proceedings, is subject to the requirements of the law.
3. A public agency which submits a proposal to Sonoma LAFCO, as an applicant, is not subject to this requirement unless that agency makes expenditures or contributions, as those terms are defined in Government Code sections 82015 and 82025 and 2 Cal. Code Regs. Sections 18215 and 18225; if the agency qualifies as a committee under Government Code section 82013, it shall file campaign statements required by Chapter 4 of the Political Reform Act.
3. Appropriate forms that meet the requirements of the law and instructions for completing these forms are available from the Fair Political Practices Commission (FPPC), 428 J Street, Suite 800, Sacramento, CA 95814 or 1-866-ASK-FPPC or www.fppc.ca.gov.
4. Completed forms must be filed with the Sonoma LAFCO Executive Officer, meeting deadlines established by the requirements of the FPPC in implementing the Government Code.
5. This policy does not impose on the persons subject to it disclosure regulations regarding the names of campaign committees, sources of mass mailings, and source of automated telephone calls under Government Code Sections 84501 et seq. and the regulations of the FPPC implementing those sections.

This form must be completed and submitted with original signatures as part of the LAFCO Application

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Definitions:

“**Contribution**” shall have the same definition as provided in Government Code §82015, as amended.

“**Expenditure**” shall have the same definition as provided in Government Code § 82025, as amended.

“**Independent expenditure**” shall have the same definition as provided in Government Code §82031, as amended, except that the term “measure,” as used in § 82031 shall be replaced with the term “proposal for change of organization or reorganization.”

“**Political purposes**” shall mean for the purpose(s) of: (i) influencing public opinion; (ii) lobbying public officials; (iii) influencing legislative or administrative action as defined in Government Code § 82032; and/or (v) complying with legal requirements and LAFCO rules for the processing of a proposal including, but not limited to and by way of example only, preparation of a comprehensive fiscal analysis for an incorporation (GC § 56800) or documents necessary to comply with the California Environmental Quality Act, Public Resources Code § 21000 et seq., such as a mitigated negative declaration of environmental impact report.

“**Real Party of Interest**” shall mean a person entitled under the substantive law to enforce the right sued upon and who generally, but not necessarily, benefits from the action's final outcome

Certification:

By signing below, the applicant, whether individual or corporation, certifies that he or she will abide by the stated disclosure requirements. The applicant further agrees that, should Sonoma LAFCO be required to enforce these requirements against him or her [if an agency is the formal applicant, against the real party/parties in interest], the applicant will reimburse Sonoma LAFCO for all staff costs, legal fees, and litigation expenses incurred in that enforcement process.

Note: (1) A public agency that is an applicant is not required to complete this form; (2) Agent(s) for applicant must sign form; (3) Real Party/Parties in Interest, if different from applicant, must sign form. Use additional sheets, if necessary.

Print Name of Applicant

Applicant Signature

Date

Print Name of Agent, if applicable

Agent Signature

Date

Print Name of Real Party
in Interest, if different from Applicant

Real Party in Interest Signature

Date

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5. NOTICE REGARDING DEPARTMENT OF FISH AND GAME FEES

In January 1991, the State of California established a law allowing the Department of Fish and Game (DFG) to collect filing fees to defray the costs of managing and protecting fish and wildlife resources under the California Environmental Quality Act (CEQA). As of January 2007, the fee amounts are increased, as indicated below. The statute provides that no project is deemed approved until the appropriate fee is paid.

The CEQA filing fee and a County Clerk Processing Fee must be paid to the County Clerk when the Lead Agency (normally the city or district associated with the project) files a Notice of Determination (NOD) for a proposal, pursuant to CEQA. The filing fee applies to projects with a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report. No filing fee is required for projects that are categorically or statutorily exempt from CEQA. Applicants who believe that their projects will have no effect on fish and wildlife resources must file a "CEQA Filing Fee No Effect Determination Form" with DFG and receive DFG approval to be exempt from the filing fee. The County Clerk Processing Fee must still be paid when the "No Effect Determination Form" or a Notice of Exemption is filed.

If LAFCO is a Responsible Agency, the applicant must, at the time of application to LAFCO, submit copies of the NOD, filed by the Lead Agency, and the receipt or proof of payment of the filing fees; a check to cover the County Clerk Processing Fee must also be provided. Alternatively, the applicant may submit a copy of the "CEQA Filing Fee No Effect Determination Form," if completed and approved by DFG, and a check for the County Clerk Processing Fee. If the proposal is denied, the check will be returned to the applicant. DFG filing fees which have not been paid previously must be paid when LAFCO files the NOD.

If LAFCO is the Lead Agency, after the environmental determination has been made, the LAFCO clerk will notify the applicant, in writing, of the amount that must be paid for Fish and Game CEQA filing fees. A check, payable to the County Clerk, must be submitted to LAFCO prior to Commission consideration of the proposal. The check will be held until Commission action is completed. If the Commission approves the proposal, LAFCO staff will submit to the County Clerk, within five days of Commission action, a Notice of Determination or Notice of Exemption, DFG filing fees, if appropriate, and the County Clerk Processing Fee. If the proposal is denied, the check will be returned to the applicant.

Please note: Whether LAFCO is a Responsible or Lead Agency for a proposal, payment of the County Clerk Processing Fee must be submitted with all applications to LAFCO.

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6. APPLICATION FOR CHANGE OF ORGANIZATION / REORGANIZATION

DATE SUBMITTED _____

APPLICANT _____

MAILING ADDRESS _____

PHONE NUMBER _____

TITLE OF PROPOSAL _____

This proposal is made pursuant to Sections 56000 and following of the California Government Code under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. (LAFCO or city can assist with title).

1. PROJECT DESCRIPTION

Annexation to _____

And/or Detachment from _____

and _____

2. LOCATION (also state the nearest cross streets): _____

3. DESCRIPTION AND JUSTIFICATION

A. Development Plans:

1. Is the subject territory to be developed at this time? _____

2. If yes, generally describe the anticipated development (building types, facilities, number of units).

3. If no development is planned at this time, will approval of the proposed jurisdictional change increase the development potential of the property? _____

(If yes, please indicate in terms of allowable uses, and number of units)

4. If development is not planned at this time, when is development of the area anticipated?

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5. In as much detail as possible, please explain why this proposal is necessary at this time (e.g. an approved development or an existing structure requires service not currently provided or available).

B. General Information

1. Please describe the general location and physical features of the territory which is the subject of this proposal. Refer to major highways, roads, watercourses and topographical features.

2. How many acres of territory are included in this proposal? _____

3. How many people live within the subject territory? _____

C. Land Use Information

For general plan and zoning information call the city or county planning department.

1. County

1. What is the County General Plan land use designation? _____

- b. What is the existing County zoning? _____

- c. Is the subject territory within the "Urban Service Boundary" of the Sonoma County General Plan? _____

2. City

- a. What is the city's general plan land use designation? _____

- b. How is the subject territory zoned or prezoned? _____

3. How is the territory presently used? Please be specific.

4. How are the adjacent lands used?

North _____

East _____

South _____

West _____

5. Does any portion of the subject territory contain any of the following?

Agricultural Land Uses _____ Agricultural Preserve _____

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Open Space Easement _____ Open Space Easement _____
Community Separator _____ Public Lands _____
Williamson Act Contract _____

6. Does any portion of the subject territory contain a hotel, motel, inn, bed and breakfast, or campground currently in operation that generates sales tax revenue? _____
If yes, what is the estimated annual transient occupancy tax paid to the County? _____
(Contact Jonathan Kadlec at the Tax Collector's Office at 707-565-6124 to obtain the estimate)
7. Does any portion of the subject territory contain a commercial business currently in operation that generates sales tax revenue? _____ If yes, please list names and addresses of businesses (Use back of this page or additional sheets, if necessary)
- _____
- _____
8. Should the annexation or detachment provide for any special conditions? _____
What are the special conditions that should be applied? (Use back of this page or additional sheets, if necessary) _____
- _____
- _____

4. PUBLIC SERVICES INVENTORY

A. Sewage Disposal

1. Public Sewer System (If a septic system is intended)

- a. Is the subject territory currently within a district or city providing public sewer service? _____
If so, what agency? _____
- b. Is annexation for sewer service necessary? _____
- c. What is the distance for connection to the agency(ies) existing sewer system? _____
- d. Has the affected agency indicated that they will provide sewer? _____
If yes, provide a copy of their confirmation.
- e. Will the agency be prepared to furnish service immediately? If not, please explain.

- f. Is the territory in a sewer moratorium area? _____
- g. Specify any improvements (on and off-site) that will be necessary to connect and serve the anticipated development. Indicate the total cost of these improvements and the method of financing (e.g. general property tax, assessment district, landowner or developer fees).

- h. Capacity of Treatment Facility:

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- (1) What is the physical design capacity of the sewage treatment plant that will serve the annexation area (MGD)? _____
- (2) What is the current average daily sewage treatment volume of wastewater being treated at the plant (MGD)? _____
- (3) Does the affected agency currently have sufficient capacity to service the territory? If not, what plan does the agency have to increase its capacity? _____

- (4) How will the increased capacity be financed? _____

i. Capacity of Transmission Lines:

- (1) What is the physical design capacity of the affected sewer main (transmission line or pipeline) which conveys wastewater to the treatment facility (MGD)? _____
- (2) What is the current load rating of the sewer main (MGD)? _____
- (3) Does the affected agency currently have sufficient capacity in its sewer system main to serve the territory? _____ If not, what plan does the agency have to increase its capacity?

- (4) How is the increased capacity to be financed? _____

2. Septic System

- a. Is a septic system(s) currently used on the property? _____
- b. Will the septic system(s) be used upon annexation and development of the property? _____
- c. Is the existing septic system(s) failing? _____

B. Water Supply

1. Is the subject territory currently within a district or city that provides water service? _____
 - a. If so, what district or city? _____
2. Is annexation for water service necessary? _____
 - a. If so, what district or city? _____
3. Is the agency prepared to immediately furnish the necessary service? _____ If not please explain. _____

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4. Is water service currently provided to the territory? _____
 - a. If so, what is the current water demand (MGD)? _____
 - b. For what purpose? _____
5. Will the project be connected to an existing water line? _____
 - a. Distance to tie-in: _____
 - b. When will service be extended to the territory? _____
 - c. The total anticipated water demand will be:
 - (1) Residential use (MGD) _____
 - (2) Industrial/Commercial use (MGD) _____
 - (3) Agricultural use (MGD) _____
6. Specify any improvements (on and off-site) that will be necessary to connect and serve the anticipated development. Indicate the total cost of these improvements and methods of financing (e.g., general property tax, assessment district, landowner or development fees).

C. Fire Protection

1. Is the territory currently within a fire district or city? _____
 - a. If so, which one? _____
2. If not, is annexation for protection part of this application? _____

D. Police Protection

1. What police agency currently serves this territory? _____
2. What police agency would serve this territory if this jurisdictional change were approved?

E. Schools

1. Will development of the territory generate any school age children? Indicate number below
 - a. Grades K - 6 _____
 - b. Grades 7 - 9 _____
 - c. Grades 10 - 12 _____
2. The subject territory is within which school district(s)? _____

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3. Are any elementary or secondary schools serving the subject territory operating above design capacity? _____

If so, which schools or districts? _____

4. How will increase in capacity be financed? _____

F. Flood Control

1. Describe the major drainage area within which the subject territory is located: _____

2. Are there existing flood control facilities within the subject territory? _____

3. If so, please describe: _____

4. If this territory is annexed to a city, has the city planned for improvements to provide for flood control in the area (on/off-site)? _____

G. Transportation

1. Designate the names and types of roads that the project will use for primary and secondary access (include direct access streets from the project site to the nearest freeway):

Street Name

Type (Right-of-Way Width)

<u>Street Name</u>	<u>Type (Right-of-Way Width)</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. Is widening of an existing street necessary? _____

3. Is the project served by County-maintained roads? _____

4. Is construction of new access streets necessary? _____

5. Is public transportation available? _____ How distant? _____ miles.

6. Are any roads and/or access rights-of-way bounding the subject territory to be annexed as a part of this project? _____

5. SPHERES OF INFLUENCE

A. Is the territory to be annexed or reorganized located within the sphere of influence of the city/district to which it is proposed to be annexed? _____

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7. CITY / DISTRICT INFORMATION PAGE

For annexations to either a city or district, an authorized representative from that city or district must complete this form and sign below. The form, with original signatures, must be submitted as part of the completed application.

City Annexations – Complete Items A through H

District Annexations – Complete Items A through E

A. Does the city/district have current plans to establish new assessment districts which would include the subject territory, in order to pay for new or extended services? Yes__ No__

If yes, please explain: _____

B. Will the subject territory assume any existing bonded indebtedness upon annexation to city/district? Yes__ No__ If yes, please explain and indicate taxpayer cost.

C. Will the subject territory be subject to any new or additional special taxes, benefit charges, or fees? Yes__ No__ If yes, please explain and indicate taxpayer cost.

D. Which service(s) to be provided to the subject territory by your city/district is/are presently being provided by another local agency? (Please list each service and current provider)

E. Does the subject territory contain existing commercial/industrial activities? Yes__ No__

F. Name of City Project Planner: _____ Phone: _____

G. The city agrees to the terms and conditions of the master property tax exchange agreement for this annexation/reorganization: Yes__ No__

H. Does the subject territory contain land designated for housing, in the City or County General Plan Housing Element, including affordable or high-density housing? Yes__ No__ If yes, please explain how the addition of this site to your City and loss of this site from the County impact the ability of each jurisdiction to meet its housing needs as set forth in its Housing Element?

Signature of City or District Representative

Date

Print Name and Title

Phone Number

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8. CHIEF PETITIONER(S)/AGENT(S) - (return form with original signatures to LAFCO)

A. It is hereby requested that proceedings be taken for the annexation, detachment, or reorganization herein proposed as per Section 56700 of the Government Code of the State of California. A maximum of three petitioners may be designated. All chief petitioners must also sign the landowner petition.

Chief petitioner signature

Chief petitioner signature

Print or type full name here

Print or type full name here

Mailing address

Mailing address

Daytime phone #

Daytime phone #

Chief petitioner signature

Print or type full name here

Mailing address

Daytime phone #

B. List any agent(s) filing this application for you.

Daytime phone #

Daytime phone #

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9. LANDOWNER PETITION *(return form with original signatures to LAFCO)*

- A. The following is to be completed by landowners within the subject territory. Applications submitted to an affected governmental agency must attach their resolutions of application containing the elements as required by the Cortese-Knox Local Government Reorganization Act of 1985, Division 3, commencing with Section 56000 of the California Government Code. Additionally, applications submitted by a city shall include a plan for providing services as required by Government Code Section 56653.

LANDOWNER PETITION

Signature of Petitioners	Date	Print Name	APN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: The minimum requirement is the signature(s) of landowner(s) representing 5% of the total land in the proposal and 5% of the total assessed evaluation of land. Only one signature is necessary for multiple ownership but there should be a signature for each Assessor's Parcel Number (APN) above. If the signature represents a change in ownership since the last tax bill (assessment roll) send documentation of change of ownership (i.e. copy of deed of transfer). If signature represents assigned agent to property owner, send document signed by the landowner that the agent is to sign in lieu of the property owner for this proposal. You may attach as many signatures as you wish using the above format. (Use additional pages if necessary.)

If you wish to file with LAFCO by Resident-Voter Petition, contact the LAFCO Office for the appropriate form.

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10. MAP AND BOUNDARY DESCRIPTION APPROVAL FORM

Review of Boundaries, File No. & Title: _____

CITY ENGINEER OR COUNTY SURVEYOR FINDINGS:

I have reviewed the boundaries of the preliminary map and boundary description filed for the above proposal and find that they:

- a. ___ are definite and certain.
- b. ___ are not definite and certain

Comments: _____

Date

City Engineer
(City annexations)

OR

County Surveyor
(All other reorganizations)

(If City Annexation, Name of City)

ASSESSOR'S OFFICE MAPPING SECTION FINDINGS:

I have reviewed the boundaries of the preliminary map and boundary description submitted for the above proposal and find that this office:

- 1. ___ approves map and boundary description
- 2. ___ does not approve map and boundary description

Comments: _____

Date

Mapping Technician
Sonoma County Assessor's Office

NOTE: These are preliminary maps and may be subject to change. After approval of the proposal, LAFCO will send a letter to the applicant specifying any additions or modifications that must be made to the map prior to final printing and recordation.

Attachments: Map, Boundary Description

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11. APPLICATION REQUIREMENTS FOR MAPPING AND BOUNDARY DESCRIPTIONS

Maps and boundary descriptions filed as part of an application to LAFCO must meet certain specifications to be acceptable to the Commission and, ultimately, to the State Board of Equalization. The State Board will not file a finalized proposal unless and until the standards specified in these Application Requirements are met.

The Professional Land Surveyors Act requires that a land surveyor or a civil engineer licensed to do land surveying draw the map and write the boundary description.

Compliance with the Application Requirements specified on the following pages must occur **BEFORE** a formal application for a change of organization or reorganization is submitted to LAFCO.

PLEASE NOTE:

- For all annexations to or detachments from **CITIES**, maps and boundary descriptions must be submitted initially to the City Engineer.
 - For district formations and annexations to or detachments from **INDEPENDENT SPECIAL DISTRICTS**, maps and boundary descriptions must be submitted initially to the County Surveyor.
-

Applicants/representatives must follow, in sequence, the process described below for submitting maps and boundary descriptions as part of the pre-LAFCO application process.

1. The applicant/representative must submit **two** preliminary check print maps and **two** copies of the corresponding written boundary description to the City Engineer (for annexations and detachments from cities) OR to the County Surveyor (for annexations/detachments from special districts) for approval. **NOTE: The city or special district might require additional maps and/or boundary descriptions. Applicant is advised to check with annexing agency to determine its policy.**

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2. When the requirements of the City Engineer or County Surveyor are met, the City Engineer or County Surveyor will complete and sign the top portion of the Map and Boundary Description Approval Form (“the Approval Form”) and do the following:
 - Give the *original* Approval Form to the applicant
 - Retain a copy of the approved preliminary map and boundary description, and, if desired the Approval Form.
3. Applicant/representative must then submit the completed and signed original Approval Form to the County of Sonoma Assessor’s Office/Mapping Section, along with **two** copies of the City Engineer- or County Surveyor-approved preliminary map and **two** copies of the accompanying approved boundary description.

Note: Mapping Section personnel will accept maps/boundary descriptions ONLY if they are accompanied by the original Approval Form, completed and signed by the City Engineer or County Surveyor, as appropriate.

4. Under provisions of the Professional Land Surveyors Act, County Assessor’s Office/ Mapping Section technicians will complete their review of the preliminary map and boundary description within 20 business days of submittal, if no corrections or changes to these are needed. If corrections/changes are necessary, the Mapping Technician will contact the City Engineer or County Surveyor and applicant’s engineer directly; this will add to the review time. *Please note that special projects may require a longer period of time for review.*
5. When the preliminary map and boundary description are acceptable, meeting State Board of Equalization and LAFCO requirements, the Assessor’s Office Mapping Technician will complete and sign the *bottom* portion of the original Approval Form. The Assessor’s Office will provide a copy of the Approval Form to the applicant/representative.

NOTE: These are preliminary maps and may be subject to change. After approval of the proposal, LAFCO will send a letter to the applicant specifying any additions or modifications that must be made to the map prior to final printing and recordation.

6. The Assessor’s Office will keep on file one copy of each of the following: completed, signed Approval Form, preliminary map, and boundary description. The completed, signed *original* Approval Form and one copy of the map and boundary description approved by both City Engineer or County Surveyor and Assessor’s Office will be forwarded to LAFCO.

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7. After completion of Steps 1 – 6 above, applicant/representative can submit the LAFCO application to the LAFCO office, including all required documents listed on the application checklist.
8. *For all applications to LAFCO: An electronic version of the approved map must also be included, in AUTOCAD format.*

MAPS

1. **MAP SIZE:** Maps must be professionally drawn, shall be 18” x 26” in size, and shall conform to County Recorder requirements for recording. Maps are to be drawn at a scale large enough to show details clearly. (See No. 11 below for handling large area proposals.)
2. **CERTIFICATIONS:** Maps must contain the **exact** wording and signature blocks as shown on Attachment A; this wording must be included for LAFCO, Recorder, City Engineer or County Surveyor and the engineer or surveyor who completed the map.
3. **MAP REQUIREMENTS:**
 - a. Maps shall bear a north arrow, scale, date, title, the name of the affected agency(ies), area of each noncontiguous geographical area in square feet or acres, and Point of Beginning of the boundary description. The Point of Beginning must be clearly shown on the map.
 - b. The name of the applicant is required to appear in the title block.
 - c. Parcel(s) being annexed should be identified by current Assessor’s Parcel Numbers (APNs), name of property owner(s), deed number, and address (or be labeled “vacant”). Name(s) of property owner(s) must match those found on landowner petition(s).
 - d. Parcels adjoining the annexation area must show APNs, names of property owner(s), and deed number. (For larger proposals or formations, the APNs and names of property owners of the affected area may be tabled, if necessary).
4. **DISCLAIMER:** Each map must include the following wording: “All bearings and distances shown on this map are for informational purposes only and are not intended to affect the boundaries of this annexation.”
5. **TITLES:** See Attachment B for requirements relating to titles of various kinds of proposals and examples.
6. **STREETS & ADDRESSES:** The names and full width of existing streets, roads and highways within and adjacent to the subject territory must be indicated. ***Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.*** For city annexations, both sides of the streets bounding the proposal are to be included. Such streets, roads, and highways must be

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labeled with street addresses at each point the boundary of the subject territory crosses a thoroughfare. For city annexations of developed territory, the street addresses of all parcels must be indicated on the map or on a separate map sheet. For proposals involving fire districts, the APN of *each* parcel must be shown.

7. **BOUNDARIES**: The boundaries of the existing district or city and the proposed boundaries must be distinctively shown without obliterating any essential geographic or political features. The boundaries of the subject territory shall be the most predominant line on the map. For existing City boundaries, information regarding previous annexations (annexation number, resolution or ordinance number, map recording details) must be provided.
8. **LOCATION MAP**: A location map showing the affected territory in relationship to a major highway or street access and surrounding areas must be included. The location map should be drawn as an inset on the map.
9. **BEARINGS & DISTANCES**: Bearings and distances should be shown on all lines. If not, alternative information should be shown to clearly identify the line. If the scale of the map is such that it is impractical to letter adjacent to or near the line, a table may be used and the course designated by a number or, if a series, by inclusive numbers. The table should appear on the same sheet as the map.
10. **CALLS & REFERENCES**: All boundary description calls, deeds, lot or subdivision references should be noted on the map to clarify a point, line or direction.
11. **FOR LARGE AREA PROPOSALS OR FORMATIONS**: Maps cannot exceed a maximum size of 18" x 26" but must clearly show streets and major features, and, for annexations, must show existing parcels. To meet this requirement, several sheets may be necessary. A key map must be used when there are more than two map sheets. The key map may be of reduced size, if used as an inset.
12. **LOT LINE ADJUSTMENTS**: The proposal may require a lot line adjustment or, if it can be justified, an adjustment of the assessment line by the Assessor to annex a smaller portion of a parcel (See No. 6 under "Boundary Descriptions: Subject Area"). Such justification may be due to topographical barriers to service extensions or because it has been determined that a smaller area annexation is a more logical proposal.

BOUNDARY DESCRIPTIONS

A typed metes and bounds description of the affected territory must accompany the maps.

1. **DATE AND TITLE**: The description must be headed with the date and title as shown on the map.

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2. **DESCRIPTION REFERENCE**: Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to “record data,” bearings and distances to supplement calls for adjoiners or existing district boundaries are recommended.
3. **TOWNSHIP, RANGE AND SECTION NUMBERS**: State the township and range, section number(s) or rancho(s).
4. **POINT OF BEGINNING**: The boundary description shall have a point of beginning referenced to a known major geographic position (*Example: section corners, intersection of street or road centerlines, intersection of street centerline and city, county or district boundary at time of filing, etc*). A point of beginning that is tied to a fencepost, tree or pipe in the ground is not considered a major geographic position. A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected. It is preferred that the point of beginning be the point of departure from an existing subject boundary.
5. **CONTIGUOUS PORTIONS**: When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary should be omitted. The junction points between the proposed boundary and the existing boundary must be clearly established.
6. **PERIMETER BOUNDARY**: A description making reference to only a subdivision or a lot within a subdivision or similar references without actually describing the perimeter boundary of the subject area is not acceptable.
7. **SUBJECT AREA**: The description must describe only the subject area. Descriptions of larger areas with exceptions are not acceptable unless the exception is an “island” totally surrounded by lands proposed for annexation.
8. **PARCEL LINES**: Boundary descriptions should not divide an existing Assessor’s Parcel unless such division can be justified to the Assessor and LAFCO. (The new Assessor’s Parcel line cannot be formed until the State Board of Equalization assigns a new tax rate area.)
9. **AREA**: Boundary descriptions must denote the size of area to be annexed (square feet or acres). *When describing more than one non-contiguous geographical area, state acreage for each separate area and the combined total acreage of the subject territories.*
10. **DISCLAIMER**: All boundary descriptions must include the following wording: “All bearings and distances shown in this boundary description are for informational purposes only and are not intended to affect the boundaries of this annexation.”

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CERTIFICATIONS

The following certifications must appear on all maps submitted for approval.

ENGINEER'S or SURVEYOR'S STATEMENT:

This map has been compiled under my direction.

By: _____ Date: _____
Name, License No., and Expiration Date

CITY ENGINEER: *(For reorganizations, annexations, detachments involving CITIES)*

I, _____, City Engineer of the _____, hereby certify that the map hereon shown conforms to the requirements of Title 4, Division 1, Chapter 1, Article 3, of the Government Code of the State of California and to the description of the reorganization as adopted by Sonoma LAFCO in Resolution No. _____ dated _____.

By: _____ Date: _____
Name, Title, License Number

Deputy

COUNTY SURVEYOR: *(For reorganizations, annexations, detachments involving SPECIAL DISTRICTS)*

I, _____, Surveyor for the County of Sonoma, hereby certify that the map hereon shown conforms to the requirements of Title 4, Division 1, Chapter 1, Article 3, of the Government Code of the State of California and to the description of the reorganization as adopted by Sonoma LAFCO in Resolution No. _____ dated _____.

By: _____ Date: _____
Name, Title, License Number

Deputy

LAFCO:

Approved by Sonoma Local Agency Formation Commission in Resolution No. _____ dated _____.

By: _____ Date: _____
Executive Officer

RECORDER:

Recorded at the request of the Executive Officer of the Sonoma Local Agency Formation Commission, this _____ day of _____, 20____, in Book _____ of Maps, at Page _____, Sonoma County Records

County Recorder

Deputy

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PROPOSAL TITLES

NOTE: Please contact LAFCO staff for the exact titles for of agencies involved in the annexation or detachment.

REORGANIZATION/ANNEXATION/DETACHMENT

Reorganization (or Annexation) No. ____ (year + chronological number of proposal for that year), last name of applicant or readily identifiable name of project, and "Annexation To ____ Detachment From ____" specifics

Example: Annexation No. 87-3 (Vine Hill Ranch) to Forestville Water District

Example: Reorganization No. 88-1 (Redwood Business Park) Involving Annexation to City of Petaluma and Detachment from Penngrove Fire Protection District

NOTE: City of Santa Rosa proposal titles should begin with a directional designation, i.e., Northwest, Northeast, Southwest, Southeast. Santa Rosa's numbering system consists of the sequential number followed by the last two digits of the year, i.e., "No. 5-88."

Example: Northwest Santa Rosa Reorganization No. 5-88 (Smith) Involving Annexation to City of Santa Rosa and Detachment from Bellevue Fire Protection District

SPHERE OF INFLUENCE (SOI) AMENDMENTS

Sphere of Influence amendments should be numbered in sequence and should **not** reflect the year in which filed.

Example: Amendment No. 3 to City of Santa Rosa Sphere of Influence

For Sphere of Influence amendment proposals involving cities, the city determines the sequence number based on the number of previous amendment proposals. Sequence numbers for special district SOI amendments are available from the district or the LAFCO office.

DISTRICT FORMATIONS

Appropriate wording is:

Formation of (indicate correct name of new district) and Establishment of a Sphere of Influence for the District