

**LOCAL AGENCY FORMATION COMMISSION
OF NEVADA COUNTY**

(Nevada LAFCo)

Application Packet

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LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY

Instructions for Applicant

Introduction and General Information

California established Local Agency Formation Commissions (LAFCo) in 1963 to oversee the boundary changes of local governmental agencies within each county. Each LAFCo operates under the authority of Title 5, Division 3, Part 2, of the California Government Code (Section 56000 et seq.), known as the *Cortese-Knox-Hertzberg Government Reorganization Act of 2000* ("CKH") or "LAFCo law." LAFCos have authority over city incorporations and disincorporations; special district formations and dissolutions; annexations; detachments; and consolidations. LAFCos also adopt a Sphere of Influence for each local agency in their counties.

Every LAFCo is composed of elected officials from the county and local cities and members of the general public. Many LAFCos (including Nevada LAFCo) include independent special district representatives. Included in the application packet is a list of the current Nevada County LAFCo Members and Staff.

LAFCo is subject to the *California Environmental Quality Act* ("CEQA"), as are most public agencies. This statute requires that each project be subjected to environmental review and that the public be afforded opportunity to participate in the decision-making process.

Instructions

Requirements for the processing and approval of applications to LAFCo are established by the CKH and CEQA. Additional procedures and standards are set forth in Nevada LAFCo's *Policies, CEQA Guidelines, and Application Processing Procedures*.

The information needed for processing a LAFCo application varies with the type of action requested. Proponents are encouraged to meet with LAFCo staff before submitting an application to assure clear understanding of the LAFCo process. LAFCo staff may request additional information after receiving an application in order to provide supporting documentation for the Commission's consideration.

Applications should be accompanied by the following materials:

- ❑ **Application Form.**
- ❑ **Resolution (or Petition)** The LAFCo process is typically initiated by a Resolution of Application (or a Petition) adopted by the affected agency's legislative body. (samples of both are included in these instructions as ***Attachments 8 and 10, respectively.***)

Although CKH allows property owners or registered voters to initiate LAFCo action by submitting a petition meeting the requirements set forth in Sections 56650-56653 of

the Government Code, the ***support of the affected agency is required*** in any case. Consequently, prospective proponents are strongly encouraged to work with the affected agency to obtain its consent to the proposed action and secure adoption of a Resolution of Application. A petition template is included in these instructions as ***Attachment 10***.

- ❑ **Environmental Compliance Documents.** Generally the affected agency will act as Lead Agency for CEQA purposes. In such cases, the application should be accompanied by copies of the Lead Agency's *Notice of Exemption* or *Notice of Determination, Initial Study*, and all related reports, including the *Negative Declaration* and/or *Environmental Impact Report*.

If applicants want LAFCo to act as Lead Agency, a supplemental form (available from LAFCo staff) must be completed.

- ❑ **Deposit toward Fees and Agreement to Pay.** LAFCo will not process applications without required deposits and a signed copy of the *Agreement to Pay for Time and Materials: Attachment 4*. (See the LAFCo Fee Schedule, included as ***Attachment 5*** for applicable amounts.) If the initial deposit does not cover all processing costs, additional charges may apply as indicated in the fee schedule.

Applicants are also responsible for payment of applicable State Board of Equalization fees, as listed in the SBOE fee schedule and Boundary Change Process ***Attachment 6***.

- ❑ **Map(s).** Three large scale paper copies of the project map (18" x 26" maximum) and an 8½ x 11 reduction must be provided with the application. For final processing after Commission approval, three mylar copies, three paper copies and one 8½ x 11 reduction are required. (A fourth mylar copy may be submitted if the surveyor/engineer who prepared the map wishes to retain a copy.)

Maps must comply with LAFCo requirements, in addition to those of the State Board of Equalization and the Nevada County Recorder's Office, including **but not limited to** the following:

1. Be professionally drawn to engineering scale. Rough sketches cannot be accepted.
2. Display a small location or vicinity map showing the subject property's placement relative to city/town boundaries, major streets/roads, or significant features such as rivers.
3. Show all streets, highways, railroads, streams, drainage canals, or other important physical features adjacent to the subject property, with their current names.
4. Show the exterior lines of the subject property; this line must be the most prominent line on the map, but not more than 1.5 mm in width.
5. Show the net and the gross acreage.
6. Show site dimensions, north arrow, and visual scale.
7. Show the point of beginning of the legal description.

8. Show assessor's parcel numbers for all parcels that touch the new boundary.
9. Show all tax area codes.
10. Be signed by the surveyor/engineer.

- ❑ **Legal Description.** The description must be a metes and bounds description that complies with the State Board of Equalization requirements.
- ❑ **Attachment List.** List all supporting documents and attachments with reference to corresponding questions on the application form and attach the list to the completed application.
- ❑ **Tax Exchange Agreement.** LAFCo cannot process an application until the affected agencies have established a tax exchange agreement. An existing Master Tax Exchange Agreement usually fulfills this requirement, and public agencies submitting applications can include language in their initiating resolutions referring to the appropriate Master Tax Exchange Agreement.

Applicants using the petition process may wish to request that all affected agencies begin the tax negotiation process in principle and submit documentation to LAFCo when negotiations are complete.

- ❑ **Filing of applications.** Within 30 days after the application is filed, staff will notify the applicant as to the need for additional information or will certify the application's completeness by issuing a Certificate of Filing. The required staff review will then begin. The LAFCo process is outlined in the *Attachment 2*.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY

LAFCo's Application Review Process

It is the intent of LAFCo to process properly submitted applications in a timely manner. There are, however, statutory as well as self-imposed deadlines to be met. Following is an outline of the LAFCo procedures for processing applications. Where these deadlines are statutory, the numbers in brackets after the paragraph indicate the statutory source for the deadline. With the exception of one citation from the *Revenue and Taxation Code*, all statutory citations are from the *Cortese-Knox-Hertzberg Local Government Act of 2000* (Government Code Section 56000 and following).

- 1) Application. An application to LAFCo requires submission of an Application Form, supporting documentation, and fees in the amount established by the LAFCo Fee Schedule. In addition, the application must be accompanied by either (a) a Resolution of Application from an affected local agency or (b) a sufficient landowner or voter petition in accordance with the requirements of Cortese-Knox-Hertzberg. LAFCo prefers that the resolution procedure be utilized wherever feasible, to involve the affected public agency early and assure timely consideration of its needs. A resolution also establishes the affected public agency as Lead Agency under the California Environmental Quality Act, contributing to its better implementation. Applications initiated by petition (other than for sphere updates, district formations, and city incorporations) must also include evidence of efforts to obtain the sponsorship of the affected public agency.
- 2) Notification of Receipt of Application. When an application is received, the Executive Officer must give immediate written notification to any agency affected by the proposal [56658(b)] and to the County Assessor and Auditor so they may calculate assessed value and other information required to complete a tax exchange [Revenue and Taxation Code Section 99 (b)].
- 3) Review of the Application for Sufficiency. The Executive Officer must notify the proponent whether or not the application is complete within 30 days after its receipt [56658(d)]. If the application is not complete, the Executive Officer will inform the applicant what additional documentation is required.
- 4) Environmental Documentation. Where LAFCo is the Lead Agency under CEQA, the application cannot be deemed complete until adequate environmental documentation is prepared. (See *LAFCo CEQA Guidelines*.)
- 5) Sufficiency of the Petition. If the application is accompanied by a petition, the Executive Officer must review the petition for legal sufficiency within 30 days of its receipt and must issue a Certificate of Sufficiency if the petition has the required number of proper signatures and otherwise meets the requirements of Cortese-Knox-Hertzberg [56706].

- 6) Certificate of Filing. Upon determining that an application is sufficient and complete, the Executive Officer issues a Certificate of Filing to the applicant [56658(g)].
- 7) Conflicting Applications. In the event of conflicting applications, LAFCo may determine which application to consider first. Normally the application received first by LAFCo will be heard first [56655]. Special provisions apply for conflicting proposals for incorporation, district consolidation, dissolution, merger, or establishment of a subsidiary district, or a reorganization that includes any of these changes of organization [56657].
- 8) Setting the Matter for Hearing. Within 90 days after a Certificate of Filing has been issued, the Commission must consider the application at a public hearing or meeting [56658(i)].
- 9) Preparation of the Staff Report. The Executive Officer prepares a staff report with recommendations on each application. The report shall be available at least five (5) days prior to the hearing on the application [56665].
- 10) Completion of the Commission Hearing. The Commission may continue the hearing on an application one or more times, but it may not continue the hearing more than 70 days after the initial hearing date [56666]. The Commission must adopt its resolution making a final determination on the application within thirty-five (35) days after the close of the hearing [56880].
- 11) Reconsideration. Any interested person may request reconsideration of the LAFCo determination within 30 days after the resolution making the determination is adopted [56895]. An additional fee applies to reconsideration.
- 12) Reapplication after Denial. If an application is denied by LAFCo, another proposal involving the same or substantially the same territory cannot be submitted within one (1) year after the date of denial, unless the Commission finds this prohibition detrimental to the public interest [56884].
- 13) Certificate of Completion. The Executive Officer shall file a Certificate of Completion for each approved proposal in accordance with the provisions of 57200 and the following:
 - a) If the Commission has waived conducting authority proceedings in accordance with Section 56663, the Executive Officer shall file a Certificate of Completion immediately after the reconsideration period ends.
 - b) If the proposal requires a protest hearing, LAFCo will determine the value of written protests and either file a Certificate of Completion for the proposal, forward the proposal to the appropriate election official for submission to a vote, or terminate the proposal, as provided by 57075. Normally, the change of organization or reorganization will become effective on the date the certificate is recorded.

LOCAL AGENCY FORMATION COMMISSION OF NEVADA COUNTY

Application Form

-- LAFCo use only --

AGENCY-PROJECT	SHORT FORM DESIGNATION

TODAY'S DATE: _____ ~ ~ ~ ~ ~ ~ ~ ~

APPLICANT: Before filling out this form, please refer to Attachment One (in this packet) for "Application Instructions." You are encouraged to call the LAFCo office (530-265-7180) with any questions. Also, please list all attachments on Page Six, with an item # and a brief description of the document.

1. Subject Property

PROJECT TITLE:		ADDRESS OR LOCATION:
ACREAGE:	PARCEL NO.:	

2. Proposal

Applicant(s) request the following change of organization: _____

3. Applicant(s)

LAFCo is requested to send copies of the staff report on this matter to the following (maximum of 3):

NAME/TITLE:	PHONE:
ADDRESS:	EMAIL:

NAME/TITLE:	PHONE:
ADDRESS:	EMAIL:

NAME/TITLE:	PHONE:
ADDRESS:	EMAIL:

4. Authority to File Application

NOTE: A Resolution of Application is greatly preferred; see Application Instructions for explanation.

Resolution of Application of an affected agency Petition of landowners or registered voters

Copies of the Resolution of Application or Petition signed by the applicant(s)/petitioner(s) are included as Attachment ____.

Resolutions of Application and Petitions must meet certain legal requirements. The Application Instructions include templates for applicant use; additional pages or attachments may be used.

5. Statement of Justification

Provide a Statement of Justification for and explain the purpose of each request for change of organization. Include reasons why the proposal is more effective than the present organization and/or what services to the area would be enhanced by the project. If any terms or conditions are proposed for this project, include them in the statement.

A Statement of Justification for this proposal is included as Attachment ____.

6. Boundaries

NOTE: Refer to the Application Instructions and State Board of Equalization requirements for details of mapping and legal description specifications.

- a. One large paper map of the subject territory—not exceeding 18” x 26”—must be provided with this application.
- b. An 8.5” x 11” map of the subject territory is included as Attachment ____.
- c. A legal description of the boundaries of the subject territory is included as Attachment ____.
- d. Explain how the boundaries of this proposal were determined.

- e. This proposal is is not (*check one*) consistent with the sphere of influence of all the affected agencies. (*If you are not sure of each agency's sphere boundaries, check with LAFCo staff.*)
- f. Describe access to the area.

7. Neighboring Properties

Has the proposal been discussed with owners of neighboring properties? ____ Has anyone expressed interest in participating in the proposal? ____ Has anyone raised objections to the proposal? ____ Results of any survey of surrounding property owners are included as Attachment ____ . (*Provide names and addresses.*)

8. Land Use

- a. Describe existing land use within the subject property. _____

- b. Does this proposal conform to the General Plan designation for the territory? ____ The applicable GP designation is _____
- c. Have any zoning changes, General Plan amendments, subdivision maps, or conditional use permits been applied for on the subject property? _____
 Copies of any such maps and/or applications are included as Attachment ____.
- d. Will any such applications be made after approval of this proposal? ____ If yes, please explain.

- e. If this proposal is for an annexation to a city, a rezoning map and ordinance are included as Attachment ____.
- f. Does the project involve agricultural or open space lands? _____

9. Public Services

- a. Please indicate which agencies presently provide public services to the subject territory, and which are proposed to provide service. If you are uncertain, you may leave spaces blank.

<i>Service</i>	<i>Present Provider</i>	<i>Proposed Provider</i>
Fire Protection		
Police Protection		
Domestic Water Service		
Agricultural Water Service		
Sewer Service		
Solid Waste Collection		
Road/Street Maintenance		
Snow Removal		
Power		
Street Lighting		
Planning & Zoning Authority		
Schools		

- b. What effect will approval of this proposal have on the type or level of services *within* the subject property? _____

- c. What effect will approval of this proposal have on public services *outside* the subject property? _____

- d. Will approval of this proposal place additional burdens on any public service provider? If so, what revenue will the change in organization generate to compensate the provider for the additional cost? _____

- e. Have the affected agencies been notified of this proposal (per G.C. 56654 (b))? ____ A list of agencies who have received notification is included as Attachment ____.

10. Population

Estimate whether the subject territory contains:

- 12 or more registered voters.
- Less than 12 registered voters.

11. Property Tax Exchange

An agreement for property tax exchange (if relevant) must be in place prior to LAFCo approval. The Tax and Revenue Code requires negotiation of such an agreement to be completed within 60 days of its initiation or the LAFCo application is considered null and void. To assure satisfaction of this requirement, LAFCo requires applications to be accompanied by documentation that property tax negotiations have been completed. *Please call the LAFCo office if you have questions about this matter.*

- a. If this application includes a Resolution of Application, does it include documentation that the agency is in agreement with the applicable Master Tax Exchange Agreement? _____
- b. If this application includes a petition, documentation of applicants' request that the affected agencies initiate tax exchange negotiations is included as Attachment _____.

12. Feasibility of Proposal

- a. What revenue will this proposal require for the accomplishment of its goals and what are the prospective sources of such revenues? _____

If the proposal involves a consolidation, incorporation, or formation, a three-year projected budget is included as Attachment _____.

- b. Is a new tax or assessment being proposed as a part of this project? _____

If so, a thorough discussion of how the service will utilize the tax or assessment, as well as the legal authority for the agency to utilize the tax or assessment is included as Attachment _____.

- c. Have agreements to mitigate the financial effects of this proposal been established with present service providers? _____

If so, signed copies of these agreements are included as Attachment _____.

- d. A Plan for Services explaining how the affected area will be served by the applicant agency is included as Attachment _____.

13. Environmental Compliance

- a. Is the applicant agency acting as Lead Agency or Responsible Agency (*check one*) for purposes of California Environmental Quality Act (CEQA) compliance?

- i. Indicate what the Lead Agency has done to comply with the requirements of CEQA.

Categorical Exemption from CEQA

Negative Declaration

Environmental Impact Report

Other (*please specify*): _____

- ii. Copies of the complete environmental documentation prepared by the Lead Agency (including the initial study, any technical reports, and any written comments or recorded public testimony relative to the environmental documents), and a copy of the Notice of Determination, showing the date filed with the County Clerk, are included as Attachment _____. (*If you are not sure what constitutes the complete environmental documentation, consult with appropriate staff of the Lead Agency.*)
- iii. Was the environmental documentation circulated to the Local Agency Formation Commission of Nevada County prior to adoption by the Lead Agency? Yes No

If yes, copies of any comments made by LAFCo relative to the project and any Lead Agency responses are included as Attachment ____.

- b. In limited circumstances, LAFCo will act as Lead Agency for CEQA purposes. These circumstances are listed in LAFCo's CEQA Guidelines and include situations where the applicant agency is unable or unwilling to act as Lead Agency.

To request LAFCo to assume Lead Agency status the applicant should submit a letter explaining what effort has been made to obtain the consent of the city, district, or County to act as Lead Agency and outlining any specific reasons that the city, district or County declined to act as Lead Agency.

A completed request for LAFCo to act as Lead Agency is included as Attachment ____.

14. Disclosure Requirements

Pursuant to Government Code Sections 56700.1 and 81000 *et seq.*, any person or group of persons acting in concert who directly or indirectly contribute \$1,000 or more in support of or in opposition to a change of organization or reorganization that has been submitted to Nevada LAFCo must comply with the disclosure requirements of the Political Reform Act of 1974 applicable to local initiative measures to be submitted to the electorate. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information about the requirements pertaining to local initiative measures to be presented to the electorate can be obtained by calling the fair Political Practices Commission at (916) 322-5660.

15. Deposit against Fees; Indemnification and Agreement to Pay

Applicants must provide payment of the applicable fee deposit (*see LAFCo's Fee Schedule*) as well as a signed and dated **Agreement to Pay**, which includes an indemnification provision. The Application will be considered incomplete until the deposit and Agreement to Pay are received.

16. Certification

Applicants request that proceedings as described in this application be taken in accordance with the provisions of Government Code sections 56000 *et seq.* and hereto affix their signatures:

Date	Signature	Printed Name	Title

NOTE:

Applications will not be accepted without the signature of one or more of the following: 1) the legal owner(s) or official agents with Power of Attorney or written authorization to sign (a copy of which must be attached); 2) Chief Petitioners; 3) Chair of the Legislative Body submitting a Resolution of Application.

LAFCo’s Agreement to Pay for Time and Materials

Charges and Deposits

LAFCo charges are based upon actual staff time and other expenses incidental to processing applications, reviewing project proposals and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with LAFCo. Individuals and agencies who request services, research, or review must provide a deposit toward project expenses, as listed on the attached current fee schedule, along with a signed copy of this agreement. All deposits are subject to increase, should the Executive Officer determine that the magnitude of the project justifies the increase.

The staff time necessary to process an application cannot be easily predicted in advance. Therefore, applicants should be aware that LAFCo charges may exceed the applicable deposit. (Unexpended deposits in excess of \$10 will be refunded.)

Staff Assignments

The Executive Officer shall assign LAFCo staff members to projects as appropriate. Should the scope of a project require that outside consulting or other needed services be obtained, applicants will be responsible for the entire cost of recruitment, source selection, and payment for such outside services. Applicants are responsible for paying actual costs for any services obtained through contract, even if such costs exceed the charge-out rate of a regular staff member providing similar services.

Billing Procedure

LAFCo invoices will detail tasks, hours, staff charge-out rates, staff members responsible for work, and/or costs of contracted services. Invoices will also reflect the remaining balance of the initial deposit. Should the deposit be depleted, all staff work will cease until the deposit on file has been replenished. Projects with delinquent balances will not be scheduled for hearing, and the Commission will consider applicants to have waived any and all statutory deadlines.

This form must be signed by the person responsible for payment and must be filed with LAFCo along with the applicable deposit when an application is filed or a request for staff services is submitted.

Questions regarding specific billing procedures should be directed to the LAFCo Executive Officer at (530) 265-7180.

Agreement

I certify that I have reviewed the above information, the attached LAFCo fee schedule, and the attached State Board of Equalization fee schedule. I agree, as project applicant or authorized representative, to pay Nevada County LAFCo for all staff services, materials, and other charges attributable to my application or request for services. I understand that services may be required before LAFCo receives a formal application, and I agree to pay for such services whenever incurred and regardless of whether a formal application is submitted to LAFCo. I also understand and agree that LAFCo's charges are payable regardless of whether the application is withdrawn, denied, or otherwise terminated prior to completion.

I understand that if the cost of services exceeds the deposit on file, staff work on my project will cease, and my project will not be scheduled for hearing until additional funds are provided. I agree to remit the applicable State Board of Equalization filing fee when required. I agree to pay all charges within 30 days of receipt of invoice or in any case prior to the filing of the Certificate of Completion for the project.

Applicant may request modification of the terms of this agreement in writing, with supporting reasons. Such modification can be approved only by the full Commission.

Date	Signature of Property Owner/Applicant or Authorized Representative	Printed Name	Title

Voluntary Indemnification Agreement
(A component of all applications)

LAFCo may not condition acceptance of an application upon requiring the Applicant to indemnify LAFCo. However, LAFCo has complete discretion whether to defend any lawsuit that is filed to challenge its decisions. With its limited budget, LAFCo will usually be reluctant to allocate resources to defend challenged decisions. If the Applicant desires to assure that LAFCo will consult with Applicant before determining how to proceed on a legal challenge and increase the likelihood that LAFCo will defend its decision on Applicant's proposal, Applicant may enter into the following voluntary contractual agreement to indemnify LAFCo in the event of legal challenge:

1. For valuable consideration, receipt of which is hereby acknowledged, the Applicant shall defend, indemnify and hold harmless, LAFCo, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought by a third party, the purpose of which is to attack, set aside, void, or annul LAFCo's decision with respect to Applicant's proposal or any required findings or determinations under CEQA made as part of that decision. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity other than the applicant, arising out of or in connection with LAFCo's approval of the Applicant's proposal, whether or not there is concurrent, passive, or active negligence on the part of LAFCo, its agents, officers, attorneys, employees and contractors/consultants.
2. Applicant agrees that LAFCo shall have the right to appoint its own counsel to defend it and conduct its own defense in the manner it deems in its best interest subject to the provisions of this agreement, and that such actions shall not relieve or limit Applicant's obligations to indemnify and reimburse defense costs.
3. In exchange for such indemnity, LAFCo agrees to the following:
 - a. To immediately notify the Applicant of any litigation or administrative proceeding with respect to the Applicant's application in which LAFCo is named as a party.
 - b. In the event that the Applicant is not joined in the action or proceeding, LAFCo agrees to support a motion by the Applicant to intervene in the action or proceeding.
 - c. To consult with Applicant before making any decision whether to defend the legal challenge. If Applicant desires to defend the case and confirms in writing its commitment to reimburse LAFCo for its defense costs and provides a deposit for such costs as LAFCo shall reasonably determine, LAFCo will proceed to defend unless it has reasonable cause not to do so. If a determination is made to defend the action, LAFCo counsel will consult and reasonably cooperate with Applicant's counsel in the defense of the action. LAFCo shall not enter into any settlement of all or a part of the action without consulting with Applicant.

APPLICANT:

Date: _____
Authorized Signer

By: _____

Nevada LAFCo:

Date: _____
LAFCo Executive Officer

By: _____

Nevada County
Local Agency Formation Commission
Schedule of Fees and Deposits
9/20/05

Fee Deposits

Annexation of single-family residence for reasons of public health or safety	\$1,800 Initial Deposit toward Project Cost
Annexation/Detachment/Reorganization	\$ 2,500 Initial Deposit toward Project Cost
Consolidation	\$ 5,000 Initial Deposit toward Project Cost
Dissolution	\$1,000 Initial Deposit toward Project Cost
District Formation	\$ 8,000 Initial Deposit toward Project Cost
Out of Agency Service Contract Requests	\$ 700 Initial Deposit toward Project Cost
Incorporation	\$30,000 Initial Deposit toward Project Cost
Reconsideration of a LAFCo Determination	\$1,800 Initial Deposit toward Project Cost
Sphere of Influence Amendment	\$ 5,000 Initial Deposit toward Project Cost
Transfer of Jurisdiction Request	\$ 200 Initial Deposit toward Project Cost
Authorization to Provide a New Service	\$ 5,000 Initial Deposit toward Project Cost

Note: All deposit amounts are subject to increase, if the Executive Officer determines that the magnitude of the project justifies the increase.

1. All project applicants will be required to sign an "Agreement to Pay" when an application or request for staff services is submitted.
2. All deposits are initial payments toward the total cost of processing ("project cost"). Project cost is defined as staff time plus expenses. Staff charge-out rates are listed below and include personnel costs plus a percentage of LAFCo administrative overhead. Expenses include, but are not limited to, publication of notices for hearings, duplication and mailing costs, and fees charged by public agencies and departments.
3. Applicants are also responsible for payment of appropriate State Board of Equalization fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCo application packet.
4. Staff time will be monitored against the deposit on file with LAFCo; when the Executive Officer determines that the cost of processing an application is likely to exceed the deposited amount, additional deposits will be required.
5. If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.

- 7. All final bills must be paid by the applicant prior to filing of the Certificate of Completion.
- 8. Costs for reconsideration of a LAFCo determination are the responsibility of the requesting party.
- 9. Deposits on file with LAFCo which exceed the cost of processing the application by \$10 or more will be refunded after LAFCo completes its final filings.

LAFCo Staff Charge-Out Rates:

Executive Officer		\$155/hour
Analyst/Clerk		\$75/hour
Clerical		\$60/hour
Counsel	4	Cost + 25%

Miscellaneous Costs

- 1. Special Meetings \$1,800 Deposit toward Total Cost
The total cost includes Commissioner per diem, mileage, and staff administrative time.
- 2. Staff Research and Studies Project Cost
Charges for staff time begin after the first half-hour.
- 3. Agenda Subscription \$12/year
(E-mailed agendas provided free of charge upon request.)
- 4. Copies of Staff Reports & other documents 15 cents/page
Color Copies \$1.50/page

Approved October 27, 1993
(Effective December 27, 1993)
Amended December 21, 1995
Amended November 16, 2000
(Effective January 16, 2001)
Amended July 21, 2005
(Effective September 20, 2005)
Reviewed December 8, 2015
(2005 fees still in effect)

STATE BOARD OF EQUALIZATION

CHANGE OF JURISDICTIONAL BOUNDARY

REQUIREMENTS FOR STATEMENTS, GEOGRAPHIC DESCRIPTIONS, MAPS AND FEES
SECTIONS 54900 THROUGH 54903, GOVERNMENT CODE
AUGUST 1, 2005

GENERAL REQUIREMENTS

The Tax-Rate Area System is administered by the State Board of Equalization (Board) and used by counties for the proper allocation of property tax revenues between counties, cities, and special tax districts. The requirements and fees described herein apply to all statements filed pursuant to sections 54900 through 54903 of the Government Code.¹ This document is provided as a guideline for the proper submission of geographic descriptions, maps and fees. Copies of this document, the *Statement of Boundary Change* (Form BOE-400-TA), sample map, sample geographic description, and other information are available on the Board's website at www.boe.ca.gov and can be accessed by selecting the Taxes & Fees tab, clicking on Property Tax, and then choosing Special Revenue District Boundaries.

In regard to a jurisdictional boundary change filing, please note the following:

1. The final date to file with the Board for a change of jurisdictional boundary for all special revenue districts is **on or before December 1** of the year immediately preceding the year in which the assessments or taxes are to be levied (*GC § 54902*).
2. **All fees shall accompany the filing.** Make checks payable to the "Board of Equalization." Please reference: Tax Area Services Section, MIC: 59.
3. Mail the completed filing to:

US Postal Delivery

State Board of Equalization
 Tax Area Services Section
 P.O. Box 942879
 Sacramento, CA 94279-0059

FedEx or UPS Delivery

State Board of Equalization
 Tax Area Services Section
 450 N Street, MIC: 59
 Sacramento, CA 95814

Inquiries concerning these requirements should be directed to the Tax Area Services Section at 916-274-3250, or by fax at 916-285-0130.

¹ All references are to the Government Code unless otherwise specified.

DOCUMENTS REQUIRED TO FILE A CHANGE OF JURISDICTIONAL BOUNDARY

Please submit Items 1 through 9 as a single package:

1. Statement of Boundary Change (Form BOE-400-TA)
2. Certified copy of election results
3. Certificate of Completion (if applicable)
4. Resolution(s)
5. Written geographic description of the project area
6. Maps and supporting documents
7. List of assessor's parcel numbers of the project area
8. Letter of tax-rate area assignment (if applicable)
9. Fees

INCOMPLETE FILING PACKAGES will delay processing and may result in the boundary change being held until the following assessment roll year.

The following information is provided to assist you in filing your jurisdictional boundary change. Fees charged for processing jurisdictional boundary changes are listed on Page 6, and definitions and special fee provisions are provided on Page 7.

Statement of Boundary Change

Filings must be submitted on Form BOE-400-TA, *Statement of Boundary Change*. This form is available on the Board's website at <http://www.boe.ca.gov/proptaxes/pdf/400ta.pdf>.

Certified Copy of Election Results

A certified copy of the election results authorizing the change and the resulting assessment must be submitted, pursuant to Article XIII C, Section 2 of the State Constitution (commonly referred to as Proposition 218).

Certificate of Completion

A certificate of completion must be included for all filings submitted through the Local Agency Formation Commission. All documents must be recorded before submittal. (Conformed documents are acceptable.)

Resolution(s)

The resolution(s) with signatures from the tax levying authority shall be submitted with the filing. Resolution(s) shall have a resolution number, the title of the project, and a detailed description of the content of the boundary change.

Written Geographic Description(s) of the Project Area(s)

Descriptions of the territory that are filed with the Board's Tax Area Services Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law.² Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the Board. Boundary descriptions that merely cite recorded documents or refer to assessor's parcel numbers will not be accepted. Any supporting documents may be used as reference only and cannot be used as a substitution. Written geographic descriptions shall conform to the following specifications:

1. Every written geographic description (a document separate from the maps) must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted. The TASS cartographic staff must be able to plot the boundaries from the written description alone.
2. The written description shall be of the project area only. If a complete description of the special district is filed, the project area shall be clearly identified in a separate document.
3. The geographic description shall:
 - a. State the township and range, section number(s) or rancho(s)
 - b. Have a **point of beginning** (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or a recorded survey map. It is preferable that the POB be the point of departure from an existing district boundary (when applicable).
 - c. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, **all courses shall be numbered and listed individually** in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.

Following are examples of unacceptable and acceptable descriptions:

Unacceptable (*This description refers only to extraneous documents and does not stand alone.*)

"From the point of beginning, northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence easterly to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds...."

Acceptable (*This is the same description with the courses numbered and the bearings and distances added.*)

"From the point of beginning:

Course 1. North 1° 18'56" West a distance of 150' to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence,

Course 2. North 85° 7'56" West a distance of 75' to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds, thence...."

² The Board's Tax Area Service Section is not involved in issues relating to property ownership.

4. The written description shall state the acreage for each separate single area (see Definitions and Special Fee Provisions for the definition of a single area) and a combined total acreage of the project area.

Example: "Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less."

5. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

Map(s)

It is strongly recommended that all maps submitted to the Board be filed in electronic/digital form. Digital information will not be shared without the permission of the applicant.

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications:

Map Documents:

1. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.
2. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.
3. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
4. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
5. Every map must clearly show all existing streets, roads and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
6. Every map shall bear a scale and a north arrow. The **point of beginning** shall be clearly shown and match the written geographic description.
7. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
8. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have **numbered courses matching the written geographic description**. Index tables may be utilized.
9. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.

10. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.
11. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. TASS has standardized the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area(s).

Digital Maps:

Maps that are filed electronically shall conform to the same requirements as described in this section under map documents (Items 1 through 11 above). Additional items for digital maps are as follows:

Required files -- The disk or CD shall contain only the following files:

- a. Map/drawing file(s) using AutoCAD.dwg format in vector format:
 - Plotting: The map drawing file shall have the same appropriate borders, legends, title blocks, signature block and any necessary information that is required for a manually drawn map.
 - Scale: The drawing shall be at real-world scale.
 - Layers: A listing of the layers and their definitions shall be included in the "read_me" file.
 - File Format: File shall be in vector format only. Raster files, raster-vector hybrid, .pdf, .tiff, .pcx, .eps, .gif, .jpeg or any other image formats will not be accepted.
 - Compressed Files: Files shall be uncompressed; compressed files will not be accepted.
- b. A text file labeled "read_me" listing:
 - The name, address, and phone number of the agency/special district
 - County name and city or district name
 - Project/short title of the action
 - Name, address and phone number of office that prepared the map file
 - List of files on the disk or CD
 - Map projection and datum
 - Layer definitions
 - Sheet size
 - Plotting scale
 - Date of creation
- c. Labels: The disk or CD must have a label that identifies:
 - The agency and/or special district submitting the map
 - Name of the project/short title
 - County name(s)
 - Date of creation

List of Assessor's Parcel Numbers for the Project Area

A list of all affected assessor's parcel numbers must be submitted as part of the jurisdictional boundary change filing.

Letter of Tax-Rate Area Assignment

The jurisdictional boundary change filing must include a letter of the tax-rate area (TRA) assignment on consolidated counties only. This TRA assignment letter is provided by the county auditor's office. The current list of consolidated counties can be found on the Board's website.

Fees

All fees are required to be submitted at the time of filing. Please use the following schedule to calculate the fees. Make checks payable to the "Board of Equalization." Please reference: Tax Area Services Section, MIC: 59.

Single Area Transactions		Special Fee Provisions	
<u>Acres per Single Area</u>	<u>Mapping Fee</u>	The following transactions may supersede or combine with the fees for single area transactions:	
Less than 1 acre	\$300	Additional county, per transaction	\$300
1.00 – 5.99	\$350	Consolidation per resolution or ordinance	\$300
6.00 – 10.99	\$500	Entire district transaction	\$300
11.00 – 20.99	\$800	Coterminous transaction	\$300
21.00 – 50.99	\$1,200	District dissolution or name change	\$0
51.00 – 100.99	\$1,500		
101.00 – 500.99	\$2,000		
501.00 – 1,000.99	\$2,500		
1,001.00 – 2,000.99	\$3,000		
2,001.00 and above	\$3,500		

Example: A district is formed coterminous with a city boundary and contains 2 areas of exclusion of 4 and 7 acres.

Coterminous transaction	\$300	(Entire city)
Single Area #1	\$350	(4 acres)
Single Area #2	\$500	(7 acres)
Total Fee	\$1,150	

IMPORTANT NOTE: If you have questions regarding filing requirements and fees, please contact the Tax Area Services Section at 916-274-3250, or by fax at 916-285-0130.

Definitions and Special Fee Provisions

1. A *single area* means any separate geographical area regardless of ownership. A lot, subdivision or section could each be a single area. A geographical area that is divided into two or more parcels by a roadway, railroad right-of-way, river or stream is considered a single area. Geographic areas that are non-contiguous are not considered a single area.
2. Two areas are *contiguous* when the two polygons that define the areas share a common line segment.

3. A *concurrent transaction* is defined as:

- a) Any combination of formation, annexation or detachment of a single area under one resolution or ordinance, each independent action must be dependent on the other action(s) in order to complete concurrent transaction, e.g., a reorganization.
- b) When there are more than one resolution or ordinance that is required to complete the action, each single area must have identical boundaries, identical actions, and the multiple resolutions or ordinances shall be inter-dependent for completion.

The fee shall be according to the fee schedule provided on Page 6. There is no additional cost for the number of transactions involved.

Multiple formations, annexations, or detachments of a single area under one resolution or ordinance that are not inter-dependent, must be filed separately and fees paid accordingly.

4. *Coterminous transaction*: If an annexed or detached territory comprises an entire city, district, or zone without affecting the existence of that city, district or zone, the total processing fee is \$300. Such a transaction is completely coterminous. However, if a coterminous transaction involves areas of exclusion, each area of exclusion shall constitute a single area transaction and all fees and requirements pertaining to single area transactions apply.
5. The fee schedule assumes that an action is confined to a single county. If more than one county is involved, add \$300 for each additional county.
6. *Multiple area filings* for special revenue districts shall be calculated as a separate fee for each single area. A separate fee must be computed for each ordinance or resolution.
7. Payment of the fee for the formation of a city or district may be deferred until that city or district receives its first revenue (section 54902.5).
8. *Entire District transaction*: When the action involves the whole district and the district's boundary is not altered by the action, it is considered an entire district transaction, e.g., annexation of a county service area countywide, annexation of a zone of improvement to the entire district.
9. *Zones* include temporary zones in highway lighting districts, zones of improvement, zones of benefit, improvement districts, or any other sub-units of a county, city or parent district.

CHECKLIST (This checklist is for your convenience only. Please, do not submit it with your filing.)

Did you include the following items?

- Statement of Boundary Change (*Form BOE-400-TA*)
- Certified copy of election results (*Proposition 218*)
- Certificate of Completion (*if applicable*)
- Copy of the Resolution(s)

- Written geographic description:
 - Can the geographic description stand alone?
 - Is the description of the project area only?
 - Does it include the township & range, section number(s) or rancho?
 - Is there a point of beginning?
 - Are the courses numbered to follow a clockwise direction from the point of beginning?
 - Is the total acreage included?
 - Does the information on the description match with the map(s)?

- Map(s):
 - Is the map accurately drawn to professional standards?
 - Is it the original size copy?
 - Is a vicinity map included?
 - Are existing boundaries shown and identified?
 - Are existing streets, roads, and highways referenced with their current names?
 - Does it include the township & range, section number(s), or rancho?
 - Does it have a north arrow and scale bar?
 - Is the Point of Beginning clearly shown?
 - Is the boundary made apparent without masking adjacent background features?
 - Are all courses numbered to follow the written description?
 - Is each parcel that touches the new boundary and is within the project area labeled with an APN?
 - Is an enlarge drawing included to show smaller areas of exclusion or inclusion, if applicable?
 - Is there a key map for multiple sheets?
 - Does the electronic filing conform to TASS standards?

- List of assessor's parcel numbers
- Letter of tax-rate area assignment from the county auditor (*consolidated counties only*)
- Fee. *Make checks payable to the "Board of Equalization" with reference to Tax Area Services Section, MIC:59.*

Mail completed package to:

US Postal Delivery

State Board of Equalization
 Tax Area Services Section
 P.O. Box 942879
 Sacramento, CA 94279-0059

FedEx or UPS Delivery

State Board of Equalization
 Tax Area Services Section
 450 N Street, MIC: 59
 Sacramento, CA 95814

“E X A M P L E”

ANNEXATION NO. 2001-03

ANNEXATION TO CLEARWATER SANITATION DISTRICT

GEOGRAPHIC DESCRIPTION

All that certain real property, situate in portion of Section 7, Township 2 South, Range 11 East, Mount Diablo Base and Meridian, in the County of George, State of California, described as follows:

Beginning at the centerline of Magnolia Street and Essey Circle, 50 feet wide, also being the existing Clearwater Sanitation District boundary;

Thence, (1) South 00°05'00" West 25.00 feet along the existing boundary;

Thence, (2) South 89°15'00" East 145.00 feet;

Thence, (3) South 05°25'09" West 260.00 feet;

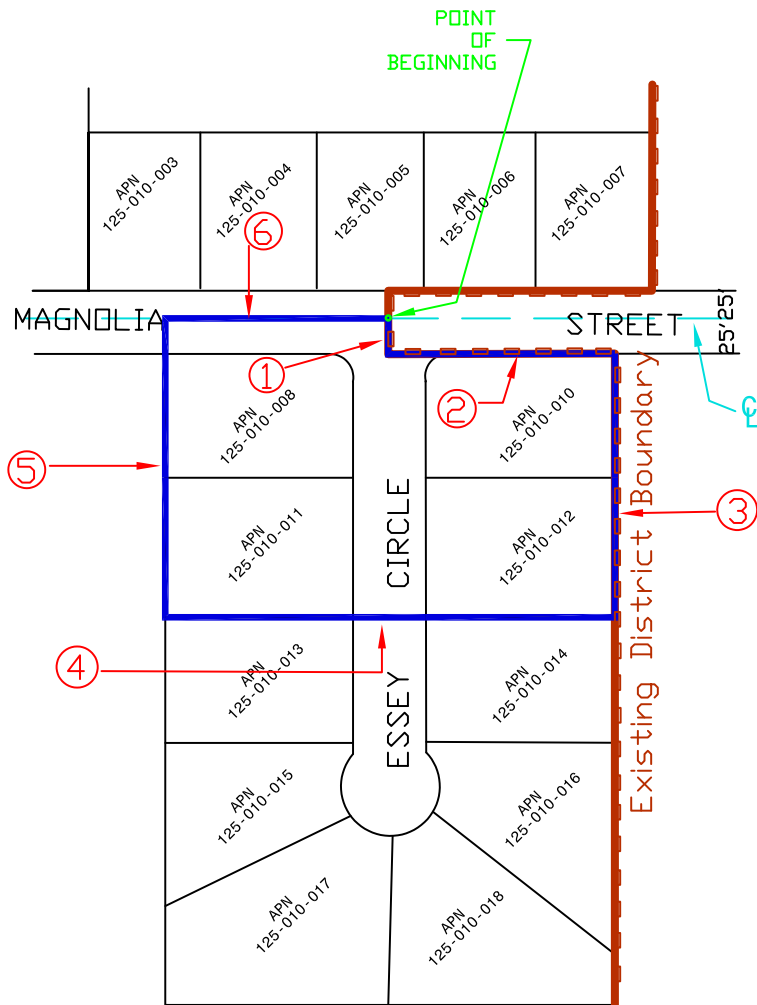
Thence, leaving the existing district boundary, (4) North 88°45'20" West 390.00 feet;

Thence, (5) North 03°20'00" West 210.00 feet to a point on the center line of said Magnolia Street;

Thence, (6) North 89°15'00" East 150.00 feet to the **Point of beginning** and containing **2.75** acres of land more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

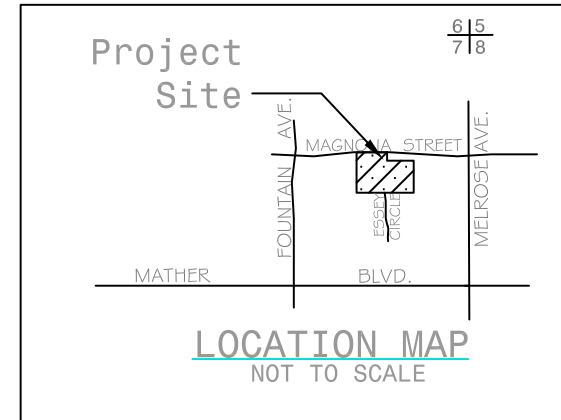
EXAMPLE



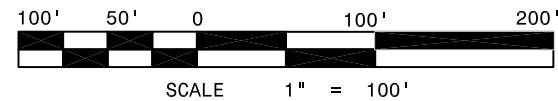
COURSES:

1. S00°05'00"W 25.00'
2. S89°15'00"E 145.00'
3. S05°25'09"W 260.00'
4. N88°45'20"W 390.00'
5. N03°20'00"W 210.00'
6. N89°15'00"E 150.00'

2.75 ACRES



Disclaimer:
 "For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described."



ASSESSOR'S PARCEL NUMBERS: 125-010-008,009,010,011	LAFCO RESOLUTION NO. 98-04	ACREAGE: 2.75	DATE: 03/30/04	SCALE: 1"=100'
CLEARWATER ANNEXATION NO.2001-03 BEING A PORTION OF SECTION 7, T. 2S, R. 11E, M.D.M. GEORGE COUNTY		SMART ENGINEERING INC. 1001 DALMATIAN BLVD. SANTA CLAUDE, CA 94969 Revised July 2022 (916) 222-5757		

Resolution No. _____

RESOLUTION OF APPLICATION

by the City [Town] of _____ [or _____ District]

**Requesting the Local Agency Formation Commission of Nevada County
to Take Proceedings for the**

_____ **of** _____

(annexation, detachment, etc.)

(designation of subject territory)

WHEREAS, the City [Town] of _____ [or _____ District] desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the [*annexation, detachment, etc.*] of _____ [*subject territory*]; and

WHEREAS, notice of intent to adopt this Resolution of Application has [*or has not*] been given to each interested and subject agency; and

WHEREAS, the territory proposed to be [*annexed, detached, etc.*] is inhabited [*or uninhabited*] and a description of the boundaries of the territory is set forth in Exhibit A attached hereto (*a map may also be attached, designated as Exhibit B, but not substituted for the legal description*) and by this reference incorporated herein; and

WHEREAS, this proposal is [*or is not*] consistent with the sphere of influence of the City [Town] of _____ [or _____ District]; and

WHEREAS, it is desired that the proposed [*annexation, detachment, etc.*] be subject to the following terms and conditions:

[insert terms and conditions here]

and

WHEREAS, the reasons for the proposed [*annexation, detachment, etc.*] are as follows;

[insert reasons here]

and

WHEREAS, this Council [*or Board*] finds this [*annexation, detachment, etc.*] to be

[insert findings pursuant to California Environmental Quality Act here]

and

WHEREAS, this Council [*or Board*] hereby adopts the plan for providing services to the affected territory required by Government Code Section 56653 and attached hereto as Exhibit [B or C, *depending upon whether a map is also provided or not*]; and

WHEREAS, this Council [*or Board*] certifies that, pursuant to Section 99(b) of the Tax and Revenue Code:

[insert statement regarding status of tax exchange negotiations here. In most cases, citation of an existing master tax agreement is appropriate; for example: "This action is subject to the existing master tax formula as stated in Nevada County Board of Supervisors Resolution No. ____"]

WHEREAS, this Council [*or Board*] certifies that, pursuant to Section 56663(c) of the Government Code:

*[If the Council/Board wishes to waive the final Conducting Authority hearing for receipt of protests, insert authorizing language here. This final hearing may be waived **if***

- (1) the territory is uninhabited (i.e., has fewer than 12 registered voters); **and***
- (2) all owners of land consent in writing to the change of organization; **and***
- (3) all affected agencies that will gain or lose territory as a result of the action have consented in writing to waiver of the final Conducting Authority hearing.*

If the territory is inhabited, conditions for waiver of a protest hearing are as set forth in Government Code 56663(d); some of these conditions cannot be satisfied prior to adoption of a Resolution of Application.]

NOW, THEREFORE, this Resolution of Application is hereby adopted and approved by the City [Town] Council of the City [Town] of _____ [*or the Board of Directors of _____ District*] and the Local Agency Formation Commission of Nevada County is hereby requested to take proceedings for the [*annexation, detachment, etc.*] of the territory described in Exhibit A, according to the terms and conditions stated above, and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

PASSED AND ADOPTED by the City [Town] Council of the City [Town] of _____ [*or Board of Directors of _____ District at a regular [*or special*] meeting thereof held on the ____ day of _____, 20__*], by the following vote:

Ayes:

Noes:

Abstentions:

Absent:

By: _____
(Name, title)

Attest: _____
(Name, title—e.g., City [Town] Clerk, Secretary)

Date: _____

**PETITION FOR PROCEEDINGS
PURSUANT TO
CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT
REORGANIZATION ACT OF 2000**

The undersigned hereby petition(s) the Local Agency Formation Commission of Nevada County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56700, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is (are):

3. The boundaries of the territory included in the proposal are as described in Exhibit A attached hereto (*metes and bounds legal description*) and by this reference incorporated herein.
4. This proposal is/is not (*circle one*) consistent with the sphere(s) of influence of the affected city and/or district(s).
5. The reasons for the proposed (*annexation, detachment, etc.*) are: _____

6. The proposed change of organization or reorganization is requested to be made subject to the following terms and conditions: _____

7. The persons signing this petition have signed as: registered voters landowners
8. If the formation of a new district is included in the proposal:
 - a. The principal act under which the district is proposed to be formed is: _____

 - b. The proposed name of the new district is: _____
 - c. The boundaries of the proposed new district are as described in Exhibit A heretofore incorporated herein.
9. If the proposal includes the consolidation of special districts, the districts involved are: _____
_____ and the proposed name of the consolidated district is:

10. If an incorporation is included in the proposal:
 - a. The name proposed for the new city is: _____
 - b. Provisions are requested for appointment of:

City Manager	<input type="checkbox"/> Yes	<input type="checkbox"/> No
City Clerk & City Treasurer	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Wherefore, petitioner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000 *et seq.* of the California Government Code, and herewith affix signature(s) as follows:

Chief petitioners (*not to exceed three*):

	Date	Signature	Printed Name	Residence Address	Assessor's Parcel Number
1.					
2.					
3.					

PLAN FOR PROVIDING SERVICES
IN CONNECTION WITH THE

OF

_____ OF _____
(annexation, detachment, etc)

_____ OF _____
(designation of subject territory)

The City [Town] of _____ [or _____ District] will provide services to the subject territory as outlined below:

1. *Enumerate and describe the services to be extended to the affected territory.*
2. *Specify the level and range of those services.*
3. *Indicate when those services can feasibly be extended to the affected territory.*
4. *Indicate any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.*
5. *Provide information about how each of those services will be financed.*