

Local Agency Formation Commission of Yolo County

625 Court Street, Suite 107, Woodland, CA 95695

Phone (530) 666-8048 Fax (530) 662-7383

lafco@yolocounty.org www.yololafco.org

INSTRUCTIONS FOR PREPARING AN APPLICATION TO LAFCO TO MAKE A CHANGE OF ORGANIZATION TO A CITY Part B

The applicant for a change of organization to a city is responsible for the submission of the following items:

- Item 1.* A fully completed and signed Petition for Proceedings. The applicant may designate up to three persons to be furnished with copies of appropriate information, Executive Officer's Report and Notice of Hearing. Verification of Signator's authority to sign as, or for, landowner should be included with application (for Partnerships or Corporations a Power of Attorney or other documentation of authority to sign). *Landowner must own a minimum of 5% of assessed value of land only.*
- Item 2.* Five (5) blueline copies of the map showing the effected territory and one (1) full size Mylar map of the territory. The Mylar map shall be a direct print photo Mylar with black lines and 4 millimeters in thickness. The surveyor's signature on the Mylar map shall be original signature and surveyor's stamp is also required on the map.

Map Format: Maps showing territory involved in a LAFCO action are required to use the following format: Size 18" x 26"; a marginal line should be drawn around each sheet, leaving an entire blank margin of 1". The legal description of the affective territory should appear on the map. A signature line and space for LAFCO number should appear on the lower portion of the map. The surveyor's stamp and signature shall also be on the map.

- Item 3.* A legal description of the affected territory, separate of the map, on an 8½"x11" sheet of paper.
- Item 4.* One (1) reproducible copy (8½" x 11" in size) of the map of the affected territory.
- Item 5.* Eight (8) copies of the required environmental document(s), if LAFCO is not the lead agency.

- Item 6.* The LAFCO fee for proposal (make check payable to the "Yolo LAFCO"). The Yolo County LAFCO Fee Schedule is attached.

The applicant will submit the completed application and the required materials to the Executive Officer of the Yolo County Local Agency Formation Commission (LAFCO) 625 Court Street, Suite 107, Woodland, CA 95695.

Government Code and LAFCO polices requires that proposals to reorganize land to a city should be pre-zoned by the affected city before the application is submitted to the LAFCO staff. The city will also prepare the appropriate environmental documents. Because the LAFCO Commissioners are interested in the city's opinion of proposed annexations, it is a logical step for the applicant to discuss the proposal in advance with the city. Also, as a practical matter, this step will expedite the total annexation process. If the City Service Plan is not part of the original application, LAFCO staff will request the City to complete it.

Upon receipt, the application will be sent to the Surveyor for verification of the legal description and the map. The Assessor and Auditor will be asked to prepare the information for negotiation of the property tax exchange. The agencies involved will be notified of this action. If agreement is not reached within 60 days of the issuance date of the Auditor's report, the application will be terminated. Signed resolutions from the transferring agencies must be provided to the Executive Officers by the 60th day for legal completion. If the transfer agreement is completed, the proposal will be transmitted to the necessary departments and agencies for review and input. An invoice will be sent for payment of the balance of the fee. When the Executive Officer has received all necessary information, a Certificate of Filing will be issued to the applicant and a Public Hearing date will be set before LAFCO.

Once the proposal is complete. Several more fees are required. The proposal must be filed with a Notice of Completion, this fee will vary with the number of pages to be recorded. The current County Clerk Recorder fee is \$8.00 for the first page and \$3.00 for each page thereafter. In addition, there may be a fee for confirming the environmental review of the document at LAFCO.

The final fee for completion is for the State Board of Equalization. The fee is based on the acreage involved in the proposal (see attached) and paid with a check payable to the State Board of Equalization.