

**Fresno LAFCo**  
Items Necessary for a Complete Application

Note: All items below must accompany the application at time of submittal. If a required item is not included, it will impact the timely processing of the application. The Executive Officer may request additional information as deemed necessary.

LAFCo File Number \_\_\_\_\_  
(To be completed by LAFCo staff)

Application Name \_\_\_\_\_  
(To be completed by applicant)

- Pre-application process has been completed by LAFCo
- Complete and signed LAFCo Application Form
- Application fee
- Local agency resolution of application **or** landowner(s)/registered voter(s) petition initiating the proposal

Local Agency Resolution

- \_\_\_\_\_ Resolution of application (per GC section 56654(a))
- \_\_\_\_\_ MOU consistency letter from Fresno County CAO

Petition

- \_\_\_\_\_ Notice of Intent to circulate petition per GC section 56700.4(a)
- \_\_\_\_\_ Letter from Fresno County CAO stating the proposal is consistent with the City/County MOU.
- \_\_\_\_\_ Letter from the City Manager stating the proposal is consistent with the City/County MOU (If proposal is submitted by petition, LAFCo staff will request these letters from the CAO and City Manager. LAFCo must receive confirmation from both the City and County before the application is deemed complete.

CEQA Documents (1 Paper and 1 Electronic)

- \_\_\_\_\_ Initial Study and either ND/MND or Draft and Final EIR
- \_\_\_\_\_ If EIR resolution(s) certifying EIR and adopting a “Statement of Overriding Considerations”
- \_\_\_\_\_ Copy of stamped Notice of Determination or Notice of Exemption
- \_\_\_\_\_ Copy of paid Fish and Game Fee Receipt
- \_\_\_\_\_ Other

Maps

- \_\_\_\_\_ Legal description and map
- \_\_\_\_\_ Location map
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Water and sewer maps
- \_\_\_\_\_ Zoning map
- \_\_\_\_\_ Tract map or site plan

- Landowner consent forms with original signatures (note: if not 100% consent lafco is required to notify all affected landowners within the proposed territory and within 300 feet of the proposed territory and all affected agencies within the territory).
- Signed affected agency protest waiver forms with original signatures (application is not 100% consent without all affected agencies waiving protest rights (may be obtained by LAFCo after application is submitted)
- Master service plan or service plan either adopted by city or accompanied by city manager's or department head's signature affirming the accuracy and completeness of the service plan (1 paper and 1 electronic copy)
- Williamson Act Contracts
  - \_\_\_\_\_ Copy of contract
  - \_\_\_\_\_ City resolution protesting contract (if Applicable)
  - \_\_\_\_\_ Board of Supervisor's or LAFCo's resolution upholding the protest
- Other
  - \_\_\_\_\_ Pre-Zoning Ordinance
  - \_\_\_\_\_ Tract map resolution (If applicable)
  - \_\_\_\_\_ Signed legal indemnification form
  - \_\_\_\_\_ Copy of tentative map satisfaction of County Code 17.04.100 - Right-to-Farm Notice
- If inhabited (12 or more registered votes), submit proof (mailing list, meeting sign-up sheet) that a neighborhood meeting was held per section 304 of the Commission's Policies, Standards, and Procedures
- Letter from the city or fire protection district confirming that there is a fire transition agreement in place between the city and fire district.
- If proposal for special district formation, include a proposed district plan for financing services and improvements.