

**DISTRICT FORMATION APPLICATION  
LIST OF REQUIREMENTS**

NOTE TO APPLICANT

An application shall not be considered as complete and filed until the application form and all required attachments, with sufficient copies and fees, are submitted. After receiving a complete application, and the property tax revenue exchange calculations have been completed as required by Section 56842, a Certificate of filing will be issued by the Executive Officer within 30 days, giving the date of the Commission hearing.

Please allow a minimum of 45 days from the date of submittal of the application for processing and review by the staff, before the hearing by the Commission. Each application, upon its filing, becomes a public document.

A. Questionnaire

An original signed completed questionnaire form are needed.

B. Compliance with California Environmental Quality Act

In order to comply with the requirements of the California Environmental Quality Act, an Environmental Assessment of the project must be completed. The environmental assessment must consider the whole project, including any known or foreseeable physical changes in the environment which could result from the changes proposed in any change in organization or reorganization. Changes indicated in the plan for provision of services and improvements, changes in land use or subdivision as indicated by any development proposal, and the specific or general plans for the area shall be considered.

If an EIR has been prepared for the district formation, ten copies will be needed. If a Negative Declaration is prepared, include one copy. Please provide one copy of the initial study and responses.

If no environmental assessment has been completed for the proposal formation, please submit a completed application for environmental assessment and a fee. Please allow a minimum of 30 days for this processing.

C. Notice to Subject and Interested Agencies

A copy of the notice sent to each "subject" and "Interested" agency sent at least 20 days prior to initiation (unless 100% consent) should be submitted along with a list of agencies sent to (Section 56800(b)).

D. Petition or Resolution for District Formation

See State law authorizing district for petition or resolution requirements.

E. District Service and Improvement Plan

Please submit one copy of a plan for providing services and improvements to existing and future intended uses within the affected territory. The plan shall:

1. List and describe the services to be extended.
2. Describe the level of service, i.e. frequency, response time, travel time, capacities, etc. and the range of services within each category.
3. Indicate when each service can feasibly be extended.
4. Indicate any improvement or upgrading of public structures, improvements, sewer, water, or other facilities within the affected territory which would be necessary to provide the services.

F. Proposed District Plan for Financing Services and Improvements

Please submit one copy of a preliminary plan for financing all services and improvements or facilities proposed. Indicate in tabular and narrative forms over a three year period after formation, both revenues and expenditures (you may wish to consult other district budgets as a reference). Include in the preliminary plan the following:

- 1) Indicate and describe the costs for providing each of the proposed services of the district. Include in breakdown personnel requirements.
- 2) Indicate the costs for any improvement, structure, or facility to be provided. Include costs for maintenance if not included above.
- 3) State how each of the costs listed above will be financed and show calculations. Indicate any proposed district property tax revenue or service charge, and other monies (please specify). Property tax revenue exchange calculations are requested from both the county assessor and auditor by the LAFCO office, prior to any commission hearing. If improvements or facilities will require issuance of general obligation, revenue, or other bonds, describe the type, method of repayment, purpose, bond principal amount, date of maturity, tax levy, and affected territory.
- 4) If any of the proposed services or benefits will not be provided to all territory within the proposed district, please indicate how any special financial provisions will be made, such as establishment of special tax zone.

G. Property Description and Map

Please submit one clear reproducible copy of the property description and map of the affected territory, prepared in accordance with LAFCO Guidelines for Maps and Legal Descriptions. The map must show beginning and ending addresses on all streets within the affected territory.

H. Notification of Property Owners and Map

All residents and property owners as shown on the last equalized assessment roll must be notified of the proposal prior to consideration by LAFCO, unless their consent is provided.

The notification to each resident and property owner within the affected territory should give the following information: the type of change that is being proposed and a map showing the affected territory; information concerning proposed services and improvements that will be provided; financial and cost of service information related to the proposed annexation; dates, time, and place of LAFCO hearings; and a contact person. A copy of the letter sent should be submitted with the application, with the date of mailing and the mailing list.

In addition, if the area is inhabited (12 or more registered voters), the letter should contain information (time, date, and location) of the neighborhood meeting which is required, where the proponents will provide an opportunity to discuss the proposal with residents and landowners.

I. Other Supplemental Maps

One copy of the following maps are required to give the Commission various related information. Each map must be clear, reproducible, and 8-1/2" x11" in size.

1. A land use map showing types of land use in the adjacent area and within the affected area, proposed boundaries, proposed services lines and facilities, and extent of proposed development, location of proposed zoning.
2. Map of existing city and county zoning showing existing and proposed boundaries.

J. Application Fees

There is a LAFCO processing fee which must accompany the application. See attached fee schedule.

A fee will also be required by the State Board of Equalization before the formation becomes complete and effective.