

**SHASTA LAFCO
APPLICATION STANDARDS & DOCUMENT REQUIREMENTS**

By law, an application to LAFCO must contain either a property owner petition or governing body resolution requesting initiation of LAFCO proceedings. LAFCO also has the discretion to require additional information or documentation. The following is a listing of Shasta LAFCO's *minimum* application standards and document requirements:

PART I - SUMMARY LISTING OF APPLICATION COMPONENTS

1. Governing Body Resolution (*when the applicant is a local agency*) – **Original + 25 copies**
2. Property Owner Petitions (*when the applicant is landowner*) – **Original + 25 copies** of each petition
3. Property Owner Consent Letters (*when the applicant is a local agency*) – **Original + 25 copies** of each letter
4. LAFCO Application Form – **Original + 25 copies**
5. Written Geographic Description – **Original + 25 copies**
6. Boundary, Vicinity, Display Maps – **25 copies** of boundary and vicinity maps; **1** display map; **1** digital copy of **each** map submitted
7. Plan for Providing Services – **Original + 25 copies**
8. Sphere of Influence Amendment Maps (*if applicable*) – **Original + 25 copies**
9. Environmental Review (CEQA) Compliance Documents (*when the applicant is a local agency*):
 - Initial Study & Checklist – **1 copy**
 - Negative Declaration, Mitigated Negative Declaration, or Categorical Exemption – **25 copies**
 - Final EIR – **1** complete **copy**, **25 copies** of executive summary
 - Notice of Subsequent Use of an Existing Final EIR – **1 copy** Final EIR, **25 copies** of Notice
10. Tax Exchange Agreement Resolutions (*if applicable, and when applicant is a local agency*) – **1 original + 25 copies** of each agency resolution
11. Pre-Zoning Documents (*when the proposal involves a city annexation*): **25 copies**
12. Filing & Processing Fees: **See Current LAFCO and State Board Fee Schedules.**

PART II – APPLICATION COMPONENT DETAILS

What follows are the details and specifics with respect to the components listed under Part I:

1. **Governing Body Resolution:** *For an application by a local agency, the resolution is to contain the following **minimum** information:*
 - A. A statement that the proposal is made pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (§ 56000 et seq).
 - B. A statement of the nature of the proposal and a list of the proposed changes.
 - C. A reference to the map and written geographic description attached as exhibits.
 - D. *For a 100% landowner consent proposal, an appropriate statement that requests waiver of a hearing before LAFCO as well as waiver of post-LAFCO Conducting Authority proceedings as permitted under §56663.*
 - E. *For a non-100% landowner consent proposal, an appropriate statement of compliance with the notice and hearing requirements prior to adoption of the resolution.*
 - F. A statement of any proposed terms and conditions.
 - G. A statement of the reason or reasons for the proposal.
 - H. A statement as to whether the proposal is consistent within the sphere of influence of any affected city or affected district, and a request that the sphere of influence be amended if it is not consistent.
 - I. A statement requesting initiation of LAFCO proceedings.

2. **Property Owner Petition:** *For an application by a landowner, the petition may consist of a single instrument or separate counterparts. All petitions shall be filed with the Executive Officer at the same time. No petition shall be accepted by LAFCO **if the first signature is more than six months old.** Each petition is to *begin* with the following **minimum** information:*
 - A. A statement that the proposal is made pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (§ 56000 et seq).
 - B. A statement of the nature of the proposal and a list of the proposed changes.
 - C. A reference to the map and written geographic description attached as exhibits.
 - D. A statement of proposed terms and conditions.
 - E. A statement of the reasons for the proposal.
 - F. A statement as to whether a Notice of Intention was filed pursuant to §56700.4.
 - G. A statement whether the petition is by registered voters or landowners.
 - H. A listing of chief petitioners, including mailing addresses.
 - I. A statement with respect to § 56663 pertaining to consent of all owners of land that permits waiver of LAFCO and Conducting Authority hearing.
 - J. A statement as to whether the proposal is consistent with the sphere of influence of any affected city or affected district, and a request that the sphere of influence be amended if it is not consistent.
 - K. A statement requesting initiation of LAFCO proceedings.

*Thereafter, each signature is to be **numbered and dated** and include.*

 - A. A residence address and mailing address.
 - B. An assessor's parcel number.
 - C. A statement as to whether or not the person signing is a registered voter **and 25 copies** of each property owner consent letter. Each letter is to include:
 1. A statement that the person signing the letter is the owner of the property.
 2. A statement as to whether or not the person signing is a registered voter.
 3. A residence address and mailing address.
 - D. An assessor's parcel number.

- E. A statement consenting to the proposal to be submitted to LAFCO by the local agency and requesting initiation of LAFCO proceedings.
 - F. A statement requesting waiver of a hearing by LAFCO and waiver of Conducting Authority proceedings in the event letters are submitted representing 100% consent of the owners of the land within the proposal area.
4. **LAFCO Application Form:** The form is to be completed in full and submitted with the governing body resolution or property owner(s) petition. The additional documentation requested in the Application Form is to be attached.
- A. **Use of consultant:** The applicant may hire a consultant to gather the required data and information and prepare the application; however, the consultant *may not* sign the application.
 - B. **Signature Requirements:** In the case of a landowner application, the form **must be signed by the chief petitioner(s)**, and in the case of an agency application, an officer of the agency must sign the form.
 - C. **Indemnification:** In signing the application, the applicant landowner and/or agency agrees to the indemnification statement.
5. **Written Geographic Description** (a.k.a. the Legal Description): The written geographic description must be professionally prepared in conformance with State Board of Equalization requirements (see attachment to LAFCO Fee Resolution). Submit **1 original and 25 copies**
6. **Boundary, Vicinity and Display Maps:** The maps are to be professionally prepared and be in conformance with Shasta LAFCO and State Board of Equalization requirements, as follows:
- A. **Boundary Map:** The map *is not to exceed 11"x17"*. It is to include a title block, legend, north arrow, and all of the other elements required by the State Board of Equalization. Submit **1 original and 25 copies; AND 1 digital copy**
 - B. **Vicinity Map:** The map is to generally point out the proposal area in proximity to the nearest major intersection, recognized community center, city, or other sector in Shasta County. Submit **1 original and 25 copies; AND 1 digital copy**
 - C. **Display Map:** The map will be posted on a wall and it must be large enough to be easily read by the Commission from their seats. The map is to have a title block, legend, north arrow, and show the proposal area boundary and nearest agency boundary (*to demonstrate contiguity*). **1 copy; AND 1 digital copy**
7. **Plan for Providing Services:** In addition to completing the "Evaluation of Major Services" section in the LAFCO Application Form, the applying agency is to submit **1 original and 25 copies** of a statement pursuant to § 56653, as follows:

"56663. Plan for Providing Services Submitted with Resolution of Application. (a) Whenever a local agency or school district submits a resolution of application for a change of organization or reorganization pursuant to this part, the local agency shall submit with the resolution of application a plan for providing services within the affected territory. (b) The plan for providing services shall include all of the following information and any additional information required by the commission or the executive officer:

- (1) An enumeration and description of the services to be extended to the affected territory.
- (2) The level and range of those services.
- (3) An indication of when those services can feasibly be extended to the affected territory.
- (4) An indication of 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) Information with respect to how those services will be financed.”

8. **Evidence of Water Supply & Availability:** For proposals involving the extension of water service, LAFCOs are now required to consider the, “timely availability of water supplies adequate for projected needs . . .’ Therefore, the “Plan for Providing Services” is to include supporting information about water supply and capacity from the entity providing water.
9. **Sphere of Influence Amendment:** For all applications requesting amendment of a local agency sphere of influence (either as the only action requested, or concurrent with a proposed boundary change), the applicant is required to complete Page 5 of the LAFCO Application Form. A map is to be submitted which depicts *both* the entire current jurisdictional boundary and the entire current sphere of influence boundary of the subject agency. As well, the map is to indicate the territory proposed to be added to the agency’s sphere of influence. The size and scale of the required map or maps, and any additional map details will be determined by LAFCO depending on the scope of the proposed amendment.
10. **Environmental Review (CEQA) Compliance Documents:** LAFCO, as a public agency, is subject to compliance with the California Environmental Quality Act (CEQA). Proposals submitted to LAFCO are subject to an environmental review process. If an application is submitted by a local agency, **the applying local agency is responsible for CEQA compliance.** The environmental review documentation submitted by the applying local agency shall consist of copies (in the numbers required) of either the:
 - A. Initial Study & Checklist.
 - B. Negative Declaration adopted by the agency governing board; or,
 - C. Mitigated Negative Declaration adopted by the agency governing board; or,
 - D. Final EIR; or,
 - E. Notice of Subsequent Use of an Existing Final EIR; or,
 - F. Certification that the project is Categorically Exempt.
11. **Tax Exchange Agreement Resolutions:** For proposals subject to the tax exchange agreement process, LAFCO will provide to the applicant agency and affected agencies the specific details with respect to the process, deadlines, and resolution requirements.
12. **Pre-Zoning Documents:** LAFCO requires that territory proposed to be annexed *to a city* be “pre-zoned”. The city’s application must include documents that verify completion of pre-zoning. Minimum documentation would be maps depicting the zoning designations, a copy of the staff report that discusses the basis for the zoning determinations, and a copy of the ordinance adopted by the city.
13. **Filing & Processing Fees:** The application package must include a check made payable to “Shasta LAFCO” in the amount computed from LAFCO’s current Fee Resolution. The State Board of Equalization filing fee is due and payable prior to recordation of the Certificate of Completion.