

APPLICATION PACKET



Riverside Local Agency Formation Commission

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www.lafco.org

APPLICATION PACKET CONTENTS / CHECKLIST

This packet contains the forms necessary to process most types of proposals (annexation and detachments) under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Unless otherwise indicated, the applicant must file with the Executive Officer all the documents indicated below at the time of application submittal. Please submit unbound copies only.

- A. INITIATION:** Proposals for a change of organization/reorganization may be initiated in one of two ways: by **resolution** of an affected agency **or** by landowner/registered voter **petition**. If a proposal is to be initiated by petition, a Notice of Intent to Circulate Petition must be filed with the Executive Officer prior to circulation of the petition. However, the Notice of Intent is not required for landowner petitions where all affected parcels are vested under a single ownership. See Section A for petition requirements, sample petitions and a sample resolution of application.
- B. APPLICATION FORM:** The Application Form included in Section B must be filled out completely and signed by the applicant.
- C. PLAN OF SERVICES:** The Plan of Services is the keystone of the proposal. The Plan must identify in detail how and when services will be provided and funded. Section C includes the standards for preparation of such plans. Submit unbound copies only.
- D. BOUNDARY DESCRIPTION & GIS DIGITAL DATA SUBMITTAL:** With few exceptions, each proposal must include a metes and bounds legal description and associated map prepared to specific standards of LAFCO and the State Board of Equalization. Boundary descriptions must be reviewed and approved by the Riverside County Survey Division. Refer to Section D for specific boundary description standards and who may prepare them. Additionally, Riverside LAFCO is requiring the submission of GIS/ESRI shapefiles (.shp) with applications that include a proposed boundary change. Refer to this section for specified GIS standards and requirements.
- E. CEQA COMPLIANCE:** Commission actions are subject to review under the California Environmental Quality Act. Section E describes the responsibility of the proponent/subject agency. Submit unbound copies only.
- F. FISCAL IMPACT REPORT:** For applications for annexation into a city, where the proposal has a land area greater than 100 acres, a fiscal analysis is required as part of the application. One unbound copy of the analysis must be submitted. Please see Section F for additional details about the required fiscal analysis.
- G. ILLUSTRATIVE MAPS:** Section G provides guidelines for illustrations that must accompany the application.
- H. FEES:** Section H lists fees required at the time of application as well as fees that might be required subsequent to Commission approval.
- I. SPHERE OF INFLUENCE AMENDMENT SUPPLEMENTAL APPLICATION:** Required for all sphere of influence reviews and amendments.
- J. CONTRIBUTION DISCLOSURE:** State law requires the disclosure of contributions to Commissioners. Please see Section J for specific requirements and a list of Commission members.

As noted above, this packet provides the forms and information necessary to process most proposed boundary changes. Some proposals, however, will require supplemental forms and/or data. If you would like to process any of the following, please consult LAFCO staff for additional details: district formation, dissolution, consolidation, merger, establishment of a subsidiary district, city incorporation, disincorporation, activation of latent powers or extra-territorial service extension.

Revised 01/2019

SECTION A

INITIATION

PETITION INFORMATION

Including Government Code Excerpts

Petitions must be submitted to the Executive Officer at the same time.

56703. A petition may consist of a single instrument or separate counterparts. All petitions shall be filed with the executive officer. All counterparts of a petition or of any supplemental petition shall be filed at the same time.

Petition signature and date.

56704. (a) Each person signing a petition shall, at the time he or she signs the petition, affix after his or her signature the date upon which he or she signs the petition.

(b) If a petition is signed by registered voters, each person signing the petition shall, in addition to his or her signature, affix the date upon which he or she signs the petition and indicate on the petition his or her place of residence, giving street and number or other designation sufficient to enable the place of residence to be readily ascertained.

(c) If a petition is signed by owners of land, each person signing the petition shall, in addition to the signature and the date on which he or she signs the petition, include a written description sufficient to identify the location of the land owned by each person signing the petition.

Signatures must be collected within a six-month period. Once the last signature is collected, the petitions must be filed with the Executive Officer within 60 days. If these timeframes are not met, the petitions must be rejected.

56705. (a) Except as otherwise provided in subdivision (b), no petition shall be accepted for filing unless the signatures on the petition are secured within six months of the date on which the first signature on the petition was affixed and the petition is submitted to the executive officer for filing within 60 days after the last signature is affixed. If the elapsed time between the date on which the last signature is affixed and the date on which the petition is submitted for filing is more than 60 days, the executive officer shall file the petition in accordance with Section 56709.

If there are not a sufficient number of signatures on the petition, the proponents shall be notified. The proponents will have an additional 15 days to collect additional signatures and file the supplemental petition with the Executive Officer.

56706. (a) Within 30 days after the date of receiving a petition, the executive officer shall cause the petition to be examined by the county elections official, in accordance with Sections 9113 to 9115, inclusive, of the Elections Code and shall prepare a certificate of sufficiency indicating whether the petition is signed by the requisite number of signers.

(b) (1) Except as provided in paragraph (2), if the certificate of the executive officer shows the petition to be insufficient, the executive officer shall immediately give notice by certified mail of the insufficiency to the proponents, if any. That mailed notice shall state in what amount the petition is insufficient. Within 15 days after the date of the notice of insufficiency, a supplemental petition bearing additional signatures may be filed with the executive officer.

(2) Notwithstanding paragraph (1), the proponents of the petition may, at their option, collect signatures for an additional 15 days immediately following the statutory period allowed for collecting signatures without waiting for notice of insufficiency. Any proponent choosing to exercise this option may not file a supplemental petition as provided in paragraph (1).

(c) Within 10 days after the date of filing a supplemental petition, the executive officer shall examine the supplemental petition and certify in writing the results of his or her examination.

(d) A certificate of sufficiency shall be signed by the executive officer and dated. That certificate shall also state the minimum signature requirements for a sufficient petition and show the results of the executive officer's examination. The executive officer shall mail a copy of the certificate of sufficiency to the proponents, if any.

Insufficient petitions are filed as a public record. A new petition effort may be started at any time after the petition, or supplemental petition, is certified to be insufficient.

56709. If the petition, including any supplemental petition, is certified to be insufficient, it shall be filed with the executive officer as a public record, without prejudice to the filing of a new petition. The executive officer shall give mailed notice to the chief petitioners, if any, stating that the petition has been found to be insufficient.

Various types of proposals have various petition signature requirements. The following table delineates the requirements for most types of proposals. Regarding special district formations, the principal act for each type of special district sets forth the specific petition requirements. Please consult LAFCO staff for assistance.

When making copies of your petition for circulation, please double-side the form. The signature page should not be on a separate sheet from the petition request.

**PETITION REQUIREMENT FOR
REGISTERED VOTER AND LANDOWNER PETITIONS**

Government Code Section Number	Type of Proposal	Registered Voters	OR	Number of Owners AND Assessed Value of Land
56764	Incorporation of a city	25%		25% and 25%
56765	Disincorporation of a city	25%		
56766	Consolidation of two or more cities	5% from each city		
56767(a)	Annexation to a city	5%		5% and 5%
56768	Detachment from a city	25%		25% and 25%
56864(a)	Annexation to registered-voter district or detachment from registered-voter district	25%		25% and 25%
56864(b)	Annexation to landowner-voter district or detachment from landowner-voter district			25% and 25%
56865(a)	Consolidation of registered-voter districts	5% from each district		
56865(b)	Consolidation of landowner-voter districts			5% from each district and 5% from each district
56870(a)	Dissolution of a registered-voter district	10%		10% and 10%
56870(b)	Dissolution of a landowner-voter district			10% and 10%
56860, 56864.1, 56866	District Formation mergers or subsidiary district proposals			Consult LAFCO Staff

Revised 11/2018

NOTICE OF INTENT TO CIRCULATE PETITION

(This form is not required for landowner petitions where all affected parcels are vested under a single ownership.)

Notice is hereby given of the intention to circulate a petition proposing to:

(Description of proposed change(s), e.g. Annexation to _____, detachment from _____)

The reasons for the proposal are:

(A written statement not to exceed 500 words in length setting forth the reasons for the proposal)

The "Notice of Intent to Circulate Petition" must be filed with the Executive Officer of the Riverside Local Agency Formation Commission prior to circulating the petition.

Name and mailing address of proponent:

SIGNED BY: _____

DATED: _____

Required Attachments:

Sample Petition

Description of Boundaries and Map of proposal

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

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

This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56650, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).

The specific change(s) of organization proposed (i.e., annexation, detachment, dissolution, etc.) is/are:

The boundaries of the territory included in the proposal are described in Exhibit(s) _____ attached hereto and by this reference incorporated herein.

The territory included in the proposal is: ☐ **INHABITED** ☐ **UNINHABITED**
(12 or more registered voters) (Less than 12 registered voters)

This proposal ☐ is ☐ is not consistent with the sphere(s) of influence of the affected city(ies) and/or district(s).

The reason(s) for this proposal is/are:

This proposal is requested to be made subject to the following terms and conditions:

The persons signing this petition have signed as REGISTERED VOTERS.

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

THE CHIEF PETITIONERS OF THIS PROPOSAL ARE:

(Not to exceed three)

Printed Name	Signature	Mailing Address	Date

NOTICE TO THE PUBLIC

**THIS PETITION MAY BE CIRCULATED BY PAID SIGNATURE GATHERER
OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.**

**THE USE OF YOUR SIGNATURE FOR ANY PURPOSE OTHER THAN QUALIFICATION
OF THIS MEASURE FOR THE BALLOT IS A MISDEMEANOR. COMPLAINTS
ABOUT THE MISUSE OF YOUR SIGNATURE MAY BE MADE TO THE
SECRETARY OF STATE'S OFFICE.**

Each of us for himself or herself states: I have personally affixed my own signature and date of such signature to this petition. Further, I am an eligible registered voter of the County of Riverside, California, within the affected area of this proposal, at the time of signing and I have correctly printed my place of residence hereon. RESIDENCE means a number and street address or description sufficient for the Registrar of Voters to locate property on a map. Post Office box numbers or route numbers CANNOT BE USED AND WILL NOT BE ACCEPTED. I understand that this petition may not be circulated separately from a description of the area involved and a map showing the area involved. The specific proposal being requested must appear on the reverse side of this sheet.

1. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
2. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
3. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
4. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
5. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
6. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
7. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
8. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
9. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		
10. Print Your Name	Residence Address Only	Date	For Official Use Only
Signature as Registered to Vote	City		

DECLARATION OF CIRCULATOR (To be completed after above signatures have been obtained)
(All blanks must be written in circulator's own hand)

I _____, circulated this section of petition and witnessed each of the appended signatures being written. Each signature on this petition is, to the best of my information and belief, the genuine signature of the person whose name it purports to be.

My residence address is _____
 All signatures on this document were obtained between the dates of _____ and _____
 I declare under penalty of perjury under the laws of the State of California that the foregoing declaration is true and correct.

Executed on _____ at _____ California.
 (date) (place)

Complete Signature of Petition Circulator _____

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

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

This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56650, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).

The specific change(s) of organization proposed (i.e., annexation, detachment, dissolution, etc.) is/are:

The boundaries of the territory included in the proposal are described in Exhibit(s) _____ attached hereto and by this reference incorporated herein.

The territory included in the proposal is: ☐ INHABITED ☐ UNINHABITED
(12 or more registered voters) (Less than 12 registered voters)

This proposal ☐ is ☐ is not consistent with the sphere(s) of influence of the affected city(ies) and/or district(s).

The reason(s) for this proposal is/are:

This proposal is requested to be made subject to the following terms and conditions:

The persons signing this petition have signed as OWNERS OF LAND.

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

THE CHIEF PETITIONERS OF THIS PROPOSAL ARE:

(Not to exceed three)

Printed Name	Signature	Mailing Address	Date

NOTICE TO THE PUBLIC

**THIS PETITION MAY BE CIRCULATED BY PAID SIGNATURE GATHERER
OR A VOLUNTEER. YOU HAVE THE RIGHT TO ASK.**

Each of us for himself or herself states: I have personally affixed my own signature and date of such signature to this petition. Further, I am an owner of land, or legal representative of the owner, within the affected area of this proposal at the time of signing and I have correctly printed the Assessor Parcel Number or other description sufficient to identify the location of the land owned by the signer. Post Office Box numbers or Route Numbers **CANNOT BE USED AND WILL NOT BE ACCEPTED.** I understand that this petition may not be circulated separately from a description of the area involved and a map showing the area involved. The specific proposal being requested must appear on the reverse side of this sheet.

1. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
2. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
3. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
4. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
5. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
6. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
7. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
8. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
9. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
10. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
11. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
12. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
13. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
14. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		
15. Print Owner's Name	APN or other property description	Date	For Official Use Only
Signature	City		

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SAMPLE

Resolution No. _____

**A RESOLUTION OF APPLICATION BY THE
CITY OF _____ OR _____ DISTRICT REQUESTING
THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE**

(Change of organization or reorganization)

RESOLVED, by the City Council of the City of _____/Board of Directors of the
_____ District, that

WHEREAS, the City of _____ / _____ District desires to initiate a proposal 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.); and

WHEREAS, notice of intent to adopt this resolution of application has/has not been given
to the commission, each interested agency and each subject agency at least 21 days prior
to the adoption of this resolution; and

WHEREAS, the territory proposed to be _____ (annexed, detached, etc.) is
inhabited/uninhabited, and a description of the boundaries of the territory is set forth in
Exhibit A attached hereto and by this reference incorporated herein; and

WHEREAS, this proposal is/is not consistent with the sphere of influence of the affected
city and/or district(s); and

WHEREAS, it is desired to provide that the proposed _____ (annexation, detachment,
etc.) be subject to the following terms and conditions:

(list conditions); and

WHEREAS, the reasons for the proposed _____ (annexation, detachment, etc.) are as
follows:

(list reasons); and

WHEREAS, this Council/Board certifies that:

(findings pursuant to CEQA)

(over)

NOW, THEREFORE, this Resolution of Application is hereby adopted and approved by the City Council of the City of _____/Board of Directors of the _____ District, and the Riverside Local Agency Formation Commission is hereby requested to take proceedings for the _____ of territory as 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 Council of the City of _____ / Board of Directors of the _____ District at a regular/special meeting thereof held on the _____ day of _____, 20_____, by the following vote:

SECTION B

APPLICATION FORM

APPLICATION TO THE RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

PROPOSAL:	FOR LAFCO USE ONLY	
	☐ Petition, or ☐ Resolution ☐ Authorization to sign	
	☐ Application Complete	
	☐ Map / Legal Description	
APPLICANT	☐ Maps ☐ GIS Digital Data	
Name:	☐ Plan of Services (1 copy unbound)	
Address:	☐ Environmental Docs (1 copy- unbound)	
City, State, Zip:	☐ F & G Fee Exempt, or ☐ Receipt	
Phone:	Email:	☐ Prop. Tax Reso. ☐ Master ☐ Indiv.
CONTACT PERSON/AGENT	☐ LAFCO Fees ☐ Legal Descript. Dep.	
Name:	☐ City Pre-zoning Ordinance	
Address:	☐ Fiscal (city >100 ac.) (1 copy- unbound)	
City, State, Zip:	☐ S. O. I. Factors	
Phone:	Email:	☐ Mailing Labels

NOTICES: List below the names, email address, and addresses of persons to whom notices and staff reports should be directed (3 maximum). In the event the document is too large to email, a hard copy will be sent. **Please provide six sets of mailing labels for persons to whom notices and reports are to be sent.**

Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Email: _____

Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Email: _____

Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Email: _____

Does this proposal have the consent of 100 percent of the affected property owners? Yes ☐ No ☐

If yes, include written statements of consent and proof of ownership (assessor roll printout, grant deed, etc). Also, attach all correspondence to/from existing residents and/or property owners.

AREA DATA

General Location:		
Topography and significant physical features:		
Acreage:	Existing Estimated Dwelling Units:	Existing Estimated Population:

Describe the proximity of the subject area to currently developed areas.

LAND USE APPROVALS	COUNTY	CITY
General Plan Designations		
Zoning or Pre-Zoning		
Subdivisions		

Is any portion of the subject territory within a redevelopment area? Yes ☐ No ☐

Is any portion of the subject territory subject to a Williamson Act Contract (Agricultural Preserve)? Yes ☐ No ☐

If yes, Contract/Preserve Number: _____ Date established: _____

List all amendments by date: _____, _____, _____

Date Notice of Non-Renewal filed: _____

Has the city filed a protest pursuant to government code section 51243.5? Yes ☐ No ☐

Provide an official map of the Agricultural Preserve.

The City ☐ will succeed ☐ will not succeed to the contract.

Applicant shall defend, indemnify and hold harmless the Riverside Local Agency Formation Commission (LAFCO), its officers, agents and employees from any claim, action or proceeding, and for any damages, penalties, fines or other costs imposed on or incurred by LAFCO wherein LAFCO, its officers, agents or employees should be named as a party in any litigation or administrative proceeding in connection with this application. Applicant agrees that LAFCO has the right to appoint its own counsel for its defense and conduct its own defense in the manner it deems in its best interest and taking such action shall not limit Applicant's obligation to indemnify and reimburse LAFCO, its officers, agents and employees.

Furthermore, I hereby certify that the statements and information presented within this application and associated attachments are true and correct to the best of my knowledge and belief. I acknowledge that anyone who is involved with any annexation to be considered by the Commission and who has made a contribution of more than \$250 in the past twelve months to any member of the Commission must disclose the Commission member to whom the contribution was made and the matter of consideration with which they are involved. Furthermore, the Agent designated herein is hereby authorized to act on behalf of the Applicant for the purpose of processing this application until such time as written notice to the contrary is provided by the Applicant to the Executive Officer of the Riverside LAFCO.

Signature of Agent Date

Signature of Applicant Date

Printed Name of Agent and Firm (if applicable)

Printed Name of Applicant

REVISED 02/2019

SECTION C

PLAN OF SERVICES

STANDARDS FOR PREPARATION OF A PLAN OF SERVICES

Each proposal for a change of organization or reorganization must be accompanied by a Plan of Services. The Plan of Services is the central document of the proposal. It is the basis for the staff and commission evaluation as to 1) the ability of the agency to provide services in a cost-effective manner and 2) the benefit to be received by the area relative to alternative courses of action.

Plans of Services should be prepared based on the ultimate expected land uses in the affected area. A statement that an area is currently undeveloped and, therefore, will not require the extension of any services is not sufficient. Specific phasing assumptions should be utilized as the basis for the planned extension of services. The Plan of Service must include all of the following:

1. Furnish a map of the affected area and adjacent areas, depicting the applicable zoning/pre-zoning and other specific development approvals.
2. For **each service** to be extended to the area, the following information must be included:
 - A. A brief description of the level of service/ facilities currently available to the area through the current service provider. The description should include the location from which services are provided and the cost to residents/property owners for that service. (Also see illustrative map requirements.)
 - B. A comprehensive description of the level of service/facilities proposed to be provided, including the location from which services will be provided. (Also see illustrative map requirements.)
 - C. Whether construction of new facilities or upgrading of existing facilities will be required and whether additional personnel will be needed to extend the service. (Also see illustrative map requirements.)
 - D. An indication of when service will likely be extended to the affected territory.
 - E. Information with respect to the cost of each service/facility and the sufficiency of revenues to cover those costs. Will the area be subject to any existing or new general taxes, special taxes, assessments or charges? If so, what is the amount?
3. Any special requirements, restrictions or exceptions regarding property use or improvements, e.g., sunset or grandfather provisions concerning animal keeping, requirement for sewers, etc.
4. For any proposal that would require retail water service, provide information regarding the timely availability of water supplies sufficient to meet projected needs, including this proposal. The water purveyor must supply this information. Pursuant to Cortese-Knox-Hertzberg Local Government Reorganization Act, the information should be provided as specified in Government Code Section 65352.5.
5. The Plan of Services must be signed and dated by the executive officer (city manager, district manager) of the subject agency.

11/2018

PLAN OF SERVICES CHECKLIST

Provided is a checklist of information to be included in the narrative for plans of services. The purpose of the plan of services is to describe the service demand to be generated within the affected area once it is fully developed based on zoning/pre-zoning and indicate how that demand will be met. Generally, this plan of services matrix is applicable to city proposals. For special districts, only those services provided by the agency apply. Please keep in mind each proposal is unique. In some cases, staff might request additional information. Conversely, in some cases, some information might not be available or required. Please consult with LAFCO staff prior to submittal.

I. Background/Introduction

- ☐ For the proposed annexation area, state the purpose of the annexation.
- ☐ Describe the existing conditions, existing land use designations/zoning and proposed land use/zoning and development proposals.

II. Police Protection

A. Current Service Provider

- ☐ Level of service standards. These are the agency-wide targets/goals.
 - Officer to population ratio (i.e.: 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- ☐ What is the nearest station providing counter services to the affected area?
 - For County Sheriff which is the closest substation?
- ☐ The actual level of service being provided within the unincorporated service area of a station.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?
- ☐ List and briefly describe any specialized units.

B. New Service Provider

- ☐ Number of sworn officers employed by the agency.
- ☐ Level of service standards. These are the agency-wide targets/goals.
 - Officer to population ratio (i.e. 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- ☐ The actual level of service being provided city-wide.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?
- ☐ Based on land use and zoning/pre-zoning upon build-out of the affected area, how many additional personnel/facilities would be required to maintain to the existing level of service?
 - Should additional patrols and/or facilities be required what would the cost be and how will they be funded?
- ☐ What are the nearest two police stations providing counter services to the affected area?
- ☐ List and briefly describe any specialized units.
- ☐ List and briefly describe any cooperation agreements with other agencies.

III. Fire Protection Services

A. Current Service Provider

- ☐ Identify the location of the nearest three fire stations to the affected area and indicate which is the primary response station.
- ☐ What is the distance from each of these stations to the affected area?
- ☐ What is the level of service standard?
 - Target response times (dispatch to arrival).
- ☐ What are the actual average response times?
- ☐ Briefly describe the type of equipment/staffing at each station.
 - Existing and planned.
- ☐ Based on existing zoning/pre-zoning and land uses at build-out will additional facilities and personnel be required to maintain the existing level of service?
 - Indicate additional personnel/equipment required.
 - If yes, how will they be funded?
- ☐ Identify any fire services inter-agency agreements that would apply to the annexation area.
- ☐ Provide a map of the annexation area in relation to the agency fire stations.

The following information is only required should there be a change in service provider.

B. New Service Provider

- ☐ Identify the location of the nearest three fire stations to the affected area and indicate which would be the primary response station.
- ☐ What is the distance from each of these stations to the affected area?
- ☐ What is the level of service standard?
 - Target response times (from dispatch to arrival).
- ☐ What are the actual average response times?
- ☐ Briefly describe the type of equipment at each station.
 - Existing and planned.
- ☐ Based on existing zoning/pre-zoning and land uses at build-out will additional facilities and personnel be required to maintain the existing level of service?
 - Indicate additional personnel/equipment required.
 - If yes, how will they be funded?
- ☐ Identify any fire services inter-agency agreements that would apply to the annexation area.
- ☐ Provide a map of the annexation area in relation to the agency fire stations.

IV. Water Services

One of the factors that LAFCOs must consider when reviewing a proposal is the timely availability of water supplies (Govt. Code Sec. 56668 (I)). Please address the following in the plan of services so that we can better assess the timely availability of water supplies.

This information must be provided unless (a) the subject territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designation.

A. Current Service Provider

Generally, this will not apply since annexations to a public water purveyor (i.e. City and/or District) occur because there is no current retail provider. Examples of when this section will apply include:

- A city assuming service from an existing water district.
- A city or district acquiring a private utility/mutual water company or providing service within the utility's service area.
- A merger, consolidation or dissolution of a water district.

1. Water Demand

- ☐ Describe how water services are currently being provided.
- ☐ Existing water demand within the District/City.
- ☐ Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- ☐ Projected additional water demand within the subject area.
- ☐ Has demand from this area been accounted for in an UWMP or WSA?
(Provide one hardcopy and one electronic copy of each.)

2. Water Supply

- ☐ Water resources currently available:
 - Identify each type.
 - e.g. imported, groundwater (current production and safe yield), reclaimed, etc.
 - Provide the amount of each resource.
- ☐ Future water supplies:
 - Describe by type and amount.
 - How will additional supply be acquired?
- ☐ Is supply sufficient to serve the affected area?

3. Water Facilities

- ☐ Existing facilities in relation to annexation area.
- ☐ Are current facilities sufficient to serve this area?
- ☐ New facilities required.

B. New Service Provider

1. Water Demand

- ☐ Existing water demand within the District/City.
- ☐ Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- ☐ Projected additional water demand within the proposed annexation area.
- ☐ Has demand from this area been accounted for in an UWMP or WSA?
(Provide one hardcopy and one electronic copy of each.)

2. Water Supply

- ☐ Water resources currently available:
 - Identify each type.
 - e.g. imported, groundwater (current production and safe yield), reclaimed, etc.
 - Provide the amount of each resource.
- ☐ Future water supplies:
 - Describe by type and amount.
- ☐ Indicate whether the District/City has any policies for the use of potable water where non-potable uses are sufficient.
 - If yes, briefly describe the policy.

3. Water Facilities

- ☐ Existing facilities in relation to annexation area.
- ☐ Will additional facilities be required to serve the annexation area?
 - Wells
 - Transmission lines
 - Storage
- ☐ Cost for connection
- ☐ Provide illustrative maps showing the District facilities (i.e. existing/proposed water lines) in relation to the annexation area.

V. Wastewater Services

This information must be provided unless (a) the subject agency territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designations.

A. Wastewater Demand

- ☐ Indicate whether wastewater services will be required.
 - Treatment demand to be generated by the annexation area.
- ☐ Describe how wastewater services are currently provided to the annexation area.
- ☐ If existing development is on septic systems, under what circumstances will sewer connection be required?

B. Wastewater Facilities

- ☐ Wastewater treatment capacity versus existing treatment volumes.
- ☐ Existing facilities in relation to annexation area.
- ☐ Will new facilities or expansion be required to service the annexation area?
- ☐ Cost for connection (i.e. sewer line extensions).
- ☐ Provide illustrative maps showing the District facilities (i.e. existing/proposed sewer lines) in relation to the annexation area.

VI. Park and Recreation

A. Current Service Provider

- ☐ Identify current service provider.
- ☐ Identify the nearest two parks that would be visited by the affected area.

- Describe acreage, facilities and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- ☐ What is the level of service standard? (Target/Goal)
 - (e.g. 3 acres of parkland per 1,000 population)
- ☐ What is the level of park services currently being provided?
- ☐ Describe any interagency agreements.

B. New Service Provider

- ☐ Identify the nearest two parks that would be visited by the affected area.
 - Describe acreage, facilities and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- ☐ What is the level of service standard? (Target/Goal)
 - (i.e. 3 acres of parkland per 1,000 population)
- ☐ What is the level of park services currently being provided?
- ☐ Describe any interagency agreements.

VII. Electricity

The following information is only required should there be a change in service provider.

A. Current

- ☐ Identify current service provider.
- ☐ What are the charges for the service?

B. New Service Provider

- ☐ Identify new service provider.
- ☐ For changes of organization involving a change in provider, especially where services currently exist, are there any transition agreements (buy-out terms, etc.) in place? If yes, please describe.
- ☐ For developed areas describe the transition in services.
 - Will connection to the new service provider be required?
 - What would the cost be and who will be responsible for those costs?
- ☐ Describe existing facilities in relation to the affected area.
- ☐ What are the charges for the service?

VIII. Library Services

A. Current Service Provider

*If currently within the jurisdiction of the County Library System identify the nearest County Library available to the affected area and describe the following:

- ☐ Identify current service provider.
- ☐ Library weekly hours of operation.
- ☐ Square footage of the facility.
- ☐ Number of volumes.
- ☐ Programs available.
- ☐ Describe the type of cataloguing system.

- ☐ Describe any sister agencies, interagency agreements.

The following information is only required should there be a change in service provider.

B. New Service Provider

- ☐ Identify new service provider.
- ☐ Library weekly hours of operation.
- ☐ Square footage of the facility.
- ☐ Number of volumes.
- ☐ Programs available.
- ☐ Describe the type of cataloguing system.
- ☐ Describe any sister agencies, interagency agreements.

IX. Solid Waste Collection

A. Current Service Provider

- ☐ Identify current service provider.
- ☐ Identify services provided:
 - Types of service and frequency (i.e. green, solid, and recycle waste pick-up and bins)
 - Bin sizes.
 - Bulky item pick-ups/drop-offs.
- ☐ Applicable charges for residential, commercial/industrial customers etc.

B. New Service Provider

- ☐ Identify new service provider.
- ☐ Identify services provided:
 - Types of service and frequency (i.e. green, solid, and recycle waste pick-up and bins)
 - Bin sizes.
 - Bulky item pick-ups/drop-offs.
- ☐ Applicable charges for residential, commercial/industrial customers etc.
- ☐ Describe the transition in service providers.
 - When inhabited please describe how services will change.

X. Street Maintenance

A. Current

- ☐ Identify current service provider.
- ☐ Describe road improvement/maintenance programs and how they are funded.
 - Specific maintenance cycles.
- ☐ Is there a road condition inventory system?

B. New Service Provider

- ☐ For city annexations, what is the maintenance cycle, such as slurry sealing?
- ☐ Describe how road maintenance is funded.
- ☐ Is there a road condition inventory system?

- ☐ Will the annexation require improvements to existing roads? If yes, how will those be funded?

XI. Lighting/Landscaping/Street Sweeping

A. Current

- ☐ Identify current service provider.
- ☐ Describe each type of service and frequency.
- ☐ What are the current charges for each service?

B. New Service Provider

- ☐ Identify current service provider.
- ☐ Describe each type of service and frequency.
- ☐ What are the current charges for each service?

XII. Animal Shelter/ Control

- ☐ Describe services currently available and how will that change upon annexation?
- ☐ If inhabited, will the current multi-year licenses be honored?

XIII. Financial Information

A. Current

- ☐ General Taxes (e.g. transit occupancy tax, utility users tax, etc.)
- ☐ Special Taxes (e.g. public Safety, recreation and park services, etc.)
- ☐ Assessments (e.g. streetlighting, landscaping maintenance, street sweeping, library services, standby charges)
- ☐ Debt:
 - Describe any existing general bonded indebtedness that would be removed as a result of the change of organization.

B. New Service Provider

Identify each tax, assessment, and or debt that would be passed on to the annexation area.

- ☐ General Taxes (e.g. transit occupancy tax, utility users tax, etc.)
- ☐ Special Taxes (e.g. public safety, recreation and park services, etc.)
- ☐ Assessments (e.g. streetlighting, landscaping maintenance, street sweeping, library services, standby charges)
- ☐ Debt:
 - Describe any existing general bonded indebtedness that would extend to the annexation area.

SECTION D

BOUNDARY DESCRIPTION

LAFCO BOUNDARY DESCRIPTION & MAP REQUIREMENTS

BOUNDARY DESCRIPTION STANDARDS

LAFCO requires a sound boundary description that is acceptable to the surveying profession. Requirements and the desired format are summarized below. Attached is a copy of the standards for Geographic Descriptions and Maps from the State Board of Equalization (SBE). These standards must be adhered to in your preparation of written boundary descriptions and maps for the proposal.

WHO CAN PREPARE: Boundary descriptions and supporting maps may be prepared by any person or firm which holds a current and valid State of California license as a Registered Surveyor or Registered Civil Engineer (with a number 33965 or lower).

BOUNDARY DESCRIPTION & MAP REVIEW: Boundary descriptions and supporting maps must be reviewed for form, content and accuracy. Prior to preparation please contact Crystal Craig at (951) 369-0631 if the engineer or surveyor has not previously prepared a boundary description for LAFCO. All descriptions require review by the County Surveyor. The Surveyor Division has "Deposit-based Fees" for the costs of reviewing the descriptions. An initial deposit of \$1,000, unless otherwise specified, is required from the applicant at the time of the LAFCO application submittal to initiate review of the boundary description and supporting maps. The check is made payable to "County of Riverside." The Agreement for Payment of Costs is included in this section. Firms will work directly with the Surveyor's Division in the checking process, usually via email.

GENERAL: All contiguous boundaries should match existing City, District or Sphere of Influence (SOI) boundary descriptions whenever possible. LAFCO staff will provide information on existing boundaries. Boundaries should include all territory out to the street centerlines unless otherwise instructed by LAFCO staff. Boundaries must follow existing lines of assessment and may not cut parcels.

FORMAT: The following elements shall be used:

- 1) Title
- 2) Caption
- 3) Township, Range and Section
- 4) POB, POC, TPOB starts at a known geographic location
- 5) Courses numbered in a consistent clockwise direction
- 6) Metes and Bounds
- 7) Area (acreage or square miles)
- 8) APN numbers
- 9) Signature & Seal

The caption, the statement of the point of beginning and the metes & bounds description should be separate, single spaced sentences, separated by double spacing.

TITLE: Should be centered, top of first page only.

- a. Exhibit "A" for both boundary description and Map. Additional exhibits may be used depending upon the actions being taken.
- b. LAFCO Number (will be assigned by LAFCO staff).

CAPTION: This cites general location.

Example: *Being a division of a portion of parcel x of parcel map xxxxx as shown by map on file in book xxx, pages xx-xx, of parcel maps...lying in a portion of Section x, TXS, RXW, S.B.M. or Rancho when applicable.*

POB, POC & TPOB: The boundary description shall start at a point of centerline intersection, a section corner, or one-quarter section corner. If this point is on the boundary of a parcel to be described, it shall be the POINT OF BEGINNING (POB). If the above point is not on said boundary, then it must be the POINT OF COMMENCEMENT (POC). A course, or courses, must then be described to arrive at a point on said parcel boundary, this shall be the TRUE POINT OF BEGINNING (TPOB).

METES & BOUNDS: Describe the annexation boundary by metes and bounds. If full course data is not available use calls to adjoiners. Use **to** and **along** and double calls wherever possible.

AREA: State area (in acreage) enclosed within boundaries of the annexation.

WET SIGNATURE & SEAL: The map must be signed and stamped by either a licensed surveyor or a registered civil engineer holding a license number 33965 or lower.

CERTIFICATION FOR BOUNDARY DESCRIPTIONS: Please complete the "Certification for Boundary Descriptions" form that is included in this section.

MAP STANDARDS

MAPS: Maps must be prepared in a professional manner, meeting both these standards and the attached requirements set forth by the State Board of Equalization (attached). **The map must clearly show all pertinent information, including existing boundaries of City, District or *Sphere of Influence (*in case a SOI amendment is required), all parcel boundaries with APNs which touch the exterior boundary, all dedicated streets etc.** In rare circumstances where there is a large number of parcels and display of parcel lines and APNs would compromise the legibility of the map, this requirement may be waived. Maps must be on good quality paper, with all lines, lettering and information shown clearly, without smudges or fuzziness. Should you need to use cut sheets in order to meet the scale and size requirements, an index sheet must be included as part of the map.

MAP SIZE: The Riverside County Clerk-Recorder's office requires that LAFCO maps be kept to the following sizes: 8 ½ x 11 or 8 ½ x 14. This size may require the use of cut sheets in order to maintain legibility. If cut sheets are used, the first page should be the index sheet illustrating the configuration used with the subsequent sheets. The first sheet shall have all the essential elements of title block, exhibit, LAFCO title etc.

TITLE: The title shall have the same three elements as used in the corresponding boundary description. This title can be at the top of the page or enclosed in a title block. It should be large enough to be immediately obvious.

NORTH ARROW & SCALE: All maps shall have a north arrow and scale listed. Please include a linear scale on the map.

ACREAGE: The acreage contained within the boundaries of the proposal shall be shown on the map.

VICINITY MAP: A vicinity map is required. It need not be to scale.

WET SIGNATURE & SEAL: Same requirements as with written boundary description.

MAP & BOUNDARY DESCRIPTION NOTES

1. The maps and written description should be in agreement and complement each other. Both map and written description should independently convey intended action. Map should not be ancillary to boundary description.
2. Exceptions: Complete sections, and whole aliquot parts of sections do not need metes & bounds descriptions when they are the entire area of the boundary change.
3. Not Allowed: Boundary descriptions written in one endless paragraph. Also maps with tape lines, transfer lettering, or adhesive shading materials. Maps must be clean, clear and originals. No 2nd, 3rd or 4th generation copies.

If you have any questions, please call: Crystal Craig (951) 369-0631.

Revised 12/2018

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

LEGAL DESCRIPTION EXAMPLE

EXHIBIT "A"

REORGANIZATION TO INCLUDE ANNEXATION 1 TO NO NAME CITY AND CONCURRENT DETACHMENT FROM THE RIVERSIDE COUNTY WASTE RESOURCES MANAGEMENT DISTRICT

LAFCO 200X-XX-X

(CAPTION)

A portion of the northeast one-quarter of Section 7, Township 4 South, Range 4 West, San Bernardino Base and Meridian, in the County of Riverside, State of California, described more particularly as follows:

(POINT OF BEGINNING STATEMENT)

Beginning at the northeast one-quarter of said Section 7, said corner being on the existing boundary of No Name City and on the centerline of A Street...

Thence, north 00 01' 31" W. along the north-south...

Thence...

Thence...

Thence...

Thence...

Area = 55.33 Acres, more or less

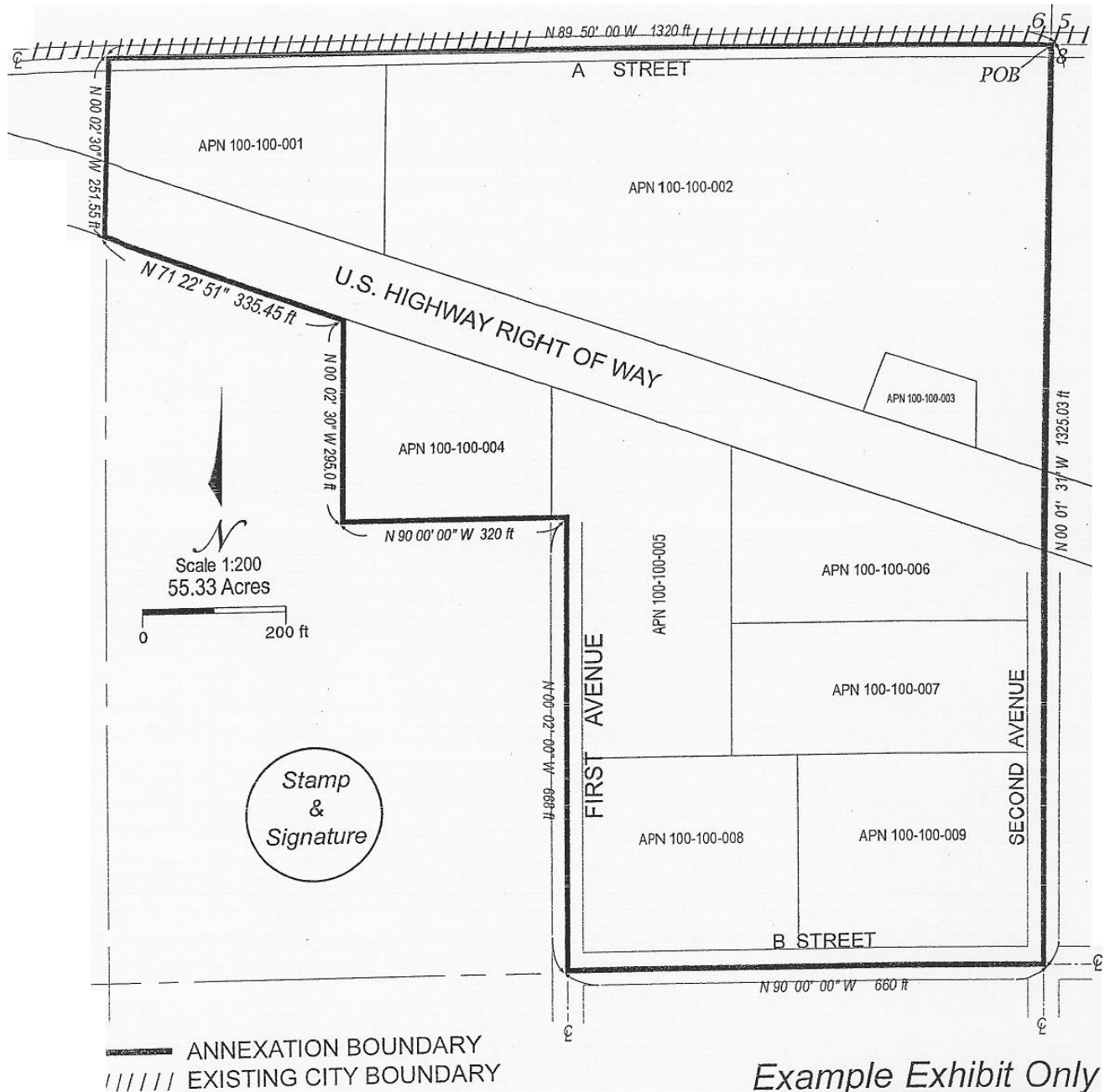
Wet Signature and Seal

EXHIBIT A

REORGANIZATION TO INCLUDE ANNEXATION 1 TO NO NAME CITY AND CONCURRENT DETACHMENT FROM THE RIVERSIDE WASTE RESOURCES MANAGEMENT DISTRICT

LAFCO 20XX-XX-X

(Year)-(Application Number)-(Supervisor District Number)



Being a portion of the NE 1/4 of Section 7 T. 4 S. R. 4 W., S.B.M. County of Riverside State of California...

Title Block area.

01/2019

CERTIFICATION FOR BOUNDARY DESCRIPTIONS

The attached written boundary description and supporting map(s) titled:

are accurate and have been prepared in compliance with the standards of the Riverside Local Agency Formation Commission and the State Board of Equalization (SBE). If any defect in the attached is found within one year of filing with the State Board of Equalization (SBE), or, within one year of LAFCO approval for proposals which do not require filing with the SBE, we will make all required corrections in a timely manner at our own cost.

Name of Firm

by: _____

Title

Date

Revised 12/2018



Dennis Acuna, P. E., T. E.
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Hector D. Davila, P.E.
Deputy for Transportation/Capital
Projects

Russell Williams
Deputy for Transportation/Planning
and Development

Transportation Department

LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT

Agreement for Payment of Costs of Application Processing
Survey Division

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County of Riverside",

and _____ hereafter "Applicant" and _____ "Property Owner".

This agreement is by and between the County of Riverside, hereafter "County", and

_____ hereafter "Applicant" and _____ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

PROPERTY / PROJECT INFORMATION		Date:	
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):		PROJECT NAME:	
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):		APN(s):	
Please designate who to contact to discuss the project.		☐ Applicant	☐ Engineer
		☐ Property Owner	
ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)			
ADDRESS			
CITY / STATE / ZIP CODE			
PHONE:		CONTACT PERSON: (Last Name, First)	
FAX:		E-MAIL ADDRESS:	

For electronic submittals, please call 951-955-6700 for instructions.

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County of Riverside will not pay interest on deposits. Applicant understands that any delays in making a

subsequent deposit from the date of written notice requesting such additional deposit by County of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County of Riverside's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.

Section 4. Applicant and Owner Information

1. PROPERTY INFORMATION:

Assessors Parcel Number(s): _____

Property Location or Address: _____

Section, Township, and Range: _____

2. PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address: _____

3. APPLICANT INFORMATION:

Applicant Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address (if different from property owner)

4. SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of Property Owner: _____ Date: _____

Print Name and Title: _____

Signature of the County of Riverside, by _____ Date: _____

Print Name and Title: _____

FOR COUNTY OF RIVERSIDE USE ONLY

Application or Permit (s)#: _____

Set #: _____ Application Date: _____

Riverside LAFCO Geographic Information Systems (GIS) Digital Data Submittal Standards & Requirements

Effective January 24, 2019

In order to help automate both the checking and mapping maintenance process, Riverside LAFCO is requiring the submission of GIS/ESRI shapefiles (.shp) with applications that include a proposed boundary change. These files allow for improved records of accuracy and reduce redundancy and duplication of data in map maintenance for cities and special districts under LAFCO's jurisdiction.

Government Code Section 56652(c) and (e) support the ability to require shapefiles to be submitted with applications.

All shapefile submittals to Riverside LAFCO shall be accompanied by an electronic file in GIS/ESRI shapefile format (.shp). The electronic file must meet the following requirements:

Shapefile Format:

The acceptable file formats are as follows:

GIS Data Set(s)/Layer(s).....ESRI geodatabase(.gdb) format
.....ESRI shape files(.shp) format

All shapefile data sets must include at a minimum all files: .shp, .shx, .dbf, .prj.

Spatial Reference:

The County of Riverside uses the following coordinate systems and shall be submitted in the following:

Projected Coordinate system*:	State Plane California VI FIPS 0406 Feet, NAD 1983
Geographic Coordinate system:	GCS North American 1983
Projection:	Lambert Conformal Conic
Geometry Type:	Polygon
Feature Type:	Simple
Linear Feet:	US Survey Feet
Vertical Units:	Foot_US

*(If the line work does not fall inside the parcel, then it is not in the correct coordinate system).

Shapefiles must be created so that the following basic topologic rules are not violated:

- Features will not be duplicated
- Linear features will not overlap
- Polygons must close
- Polygons sharing edges will not have gaps

The digital data submittal shall contain one digital copy of the boundary change(s) (e.g. tract map, parcel map, parcel(s)) and must be transmitted in a .zip file at the time the application is submitted by either email, thumb drive, dropbox or ftp site.

If any changes or revisions to the initial submittal of the boundary change occur, a digital submittal must be resubmitted to LAFCO prior to issuance of a Certificate of Completion.

Should you have any questions please call: Crystal Craig at (951) 369-0631.

SECTION E

CEQA COMPLIANCE

COMPLIANCE WITH CEQA

Commission actions are subject to review under the California Environmental Quality Act (CEQA). Application requirements differ depending upon whether LAFCO or another agency is the lead agency pursuant to CEQA.

In most instances, the subject agency for a proposal has assumed the role of lead agency by taking an action prior to a proposal being made to LAFCO. When an agency other than LAFCO is the lead agency, the application submittal must include evidence of compliance with CEQA, including the Notice of Determination filed with the County Clerk and the applicable environmental analysis used by the agency. If the lead agency has prepared and certified an EIR, the applicant must provide one unbound copy of the EIR, including any Findings of Fact and Statement of Overriding Considerations adopted. If a negative declaration has been adopted, one unbound copy of the environmental assessment must be submitted with the negative declaration.

If LAFCO is to be the lead agency (such as in the case of incorporation or most district formations), an environmental review fee will be charged. Although the application materials included in this packet should provide all the information necessary to perform an initial environmental study, the applicant may be asked to provide additional data.

LAFCO actions are also subject to the Department of Fish and Game (DFG) wildlife trust resources filing fee (Fish and Game Code Section 711.4). The applicant must show previous compliance with the DFG filing fee requirement or pay the fee upon application submittal. Previous compliance must be demonstrated by providing a copy of either of the following: a) the receipt from the County Clerk indicating fee payment, or b) a Certificate of Fee Exemption (de minimis finding) issued by the lead agency, or c) a CEQA Filing Fee No Effect Determination Form from the DFG.

CEQA Compliance Documents:

- ☐ **Notice of Exemption (NOE),**

Or

- ☐ **Notice of Determination (NOD),** with one of the following:

- ☐ Environmental Impact Report (EIR), or
- ☐ Negative Declaration with Environmental Assessment (EA) / Initial Study (IS)

and one of the following:

- ☐ California Department of Fish & Game (DFG) Receipt from County Clerk, or
- ☐ Certificate of Fee Exemption (de minimis finding) (if NOD was filed before 1/07), or
- ☐ DFG Fee, or
- ☐ CEQA Filing Fee No Effect Determination Form (if NOD was filed after 1/07)
(This determination must be made by the Department of Fish & Game)

02/2019

SECTION F

FISCAL IMPACT REPORT

FISCAL IMPACT REPORTS (FIR)

Provided is a brief description of the fiscal analysis required by LAFCO for city annexations greater than 100 acres. The requirement is to assess the impact on other affected agencies, typically the County. The fiscal impact report consists of two scenarios. There should be a fiscal analysis of the annexation area as if it were to remain unincorporated. This would include the net cost of all services provided by the County (both countywide and municipal services) through build-out. The other analysis should determine the net cost of those county services assuming the area is annexed to the city under the city's pre-zoning through build-out. The impact of the annexation itself is the difference between these two scenarios.

Contact the County Executive Office at (951) 955-1110 for further information.

SECTION G

ILLUSTRATIVE MAPS

ILLUSTRATIVE MAPS

Each application will need to include additional maps/illustrations, which will assist LAFCO staff in evaluating your proposal. All exhibits must include subject area and sufficient adjacent area to show relevant information. All exhibits need to have a north arrow, a scale and a legend.

FOR ALL APPLICATIONS:

Assessors Maps: These need to be full assessor's page size (11 x 17) and show all parcels involved in the application as well as all parcels extending out to a 500' radius of the outside boundary of your project. Show outline of proposal with a colored line. Please provide one copy of each map book page. This requirement may be waived for very large proposals.

FOR COUNTY SERVICE AREA APPLICATIONS:

For Street Lighting Annexations: 1 copy of the approved street lighting layout.

For Annexations Involving Multi-Service CSAs: Exhibit showing entire CSA and location of service facilities.

FOR SPECIAL DISTRICT APPLICATIONS:

Exhibit(s) Showing Existing and Proposed Services: Exhibit should show existing service facilities (ie: water lines, sewer lines, parks etc.) locations and any proposed facilities in the vicinity. Show size of water/sewer lines and capacity of treatment plants.

Exhibit Showing Existing Land Use

Exhibit Showing Existing Zoning

USGS Topo Map

FOR CITY APPLICATIONS:

All Exhibits Indicated Above for Special District Applications

Exhibit Showing Agricultural Preserves: Exhibit should show location of any agricultural preserves within a 1-mile radius of the proposal.

Exhibit Showing Pre-zoning Designations

In some cases, LAFCO staff may waive the requirement for specific exhibits or may require additional exhibits.

SECTION H

FEES

PROCESSING FEES FOR COMMISSION PROCEEDINGS

Effective March 1, 2025

All Proposal fees are payable to "LAFCO Riverside"

TYPE OF PROPOSAL	< 10 Acres	10-200 Acres	200+ Acres
City Annexations / Detachments/ Reorganizations	\$8,750	\$14,000	\$21,000
District Annexations / Detachments	\$7,000	\$10,500	\$12,250
District Reorganizations	\$8,750	\$12,250	\$15,750
District Formations	\$14,000		
Dissolution / Mergers / Consolidation	\$3,390		
Incorporation / Disincorporation	\$ 13,570 Deposit, \$135.00/hr.		
Sphere of Influence Review / Amendment	\$1,750	\$1,750	\$7,000
Activation of Latent Powers	\$7,000	\$7,000	\$7,000
Request for Reconsideration	\$1,330		
Extra-territorial Service Provision	\$5,250	\$7,000	\$7,000
Extension of Time	\$350		
Pre-Application Review & 1 Meeting – up to 3 hours maximum. Includes staff, admin time and GIS technical review of one polygon of affected territory. Any additional actual time (at staff's discretion) in excess of 3 hours will be billed on an hourly basis. Payment is due prior to staff beginning pre-application work and due by the time of scheduling the meeting with the assigned staff member.	\$540		
* Map & Legal fees are payable to the "County of Riverside"			
Map & Legal Description Review *	\$1,000 Deposit, Plus \$161/hr. (Subject to change by Riverside County Board of Supervisors)		

Other Fees:

Copies: \$0.15 per page

Audio Recording of Hearing: \$4.00 per CD

Services performed by other public or private entities and fees required by other agencies will be charged at cost, such as, generating public notice mailing lists.

PROCESSING FEES FOR PROTEST PROCEEDINGS

(Due after approval but prior to commencement of protest proceedings):

If notice, hearing and election waived: \$135 for conducting authority resolution

If notice and hearing required: \$950 plus \$1.00 per registered voter and parcel within boundaries, plus actual costs charged to LAFCO by County officials for protest verification, if necessary.

ALL FEES ARE NON-REFUNDABLE

STATE BOARD OF EQUALIZATION FILING FEE: (Effective August 1, 2005.) This fee is based on acreage and will be paid toward the end of the process. You will be notified of the correct amount upon Commission approval of the proposal. The SBE fee schedule is as follows:

Acreage (for each separate area):	Fee:	Special Fee Provision
<1	\$300	The following transactions may supersede or combine with the fees for single area transactions:
1.00 - 5.99	\$350	
6.00 - 10.99	\$500	
11.00 - 20.99	\$800	
21.00 - 50.99	\$1,200	Additional county, per transaction \$300
51.00 - 100.99	\$1,500	* Consolidation per resolution or ordinance \$300
101.00 - 500.99	\$2,000	* Entire district transaction \$300
501.00 - 1,000.99	\$2,500	* Coterminous transaction \$300
1,001.00 - 2,000.99	\$3,000	* District dissolution or name change \$0
2001.00 and more	\$3,500	*no written geographic description required.

If SBE revises fee schedule, fees charged will be those applicable at time of SBE filing.

FISH AND WILDLIFE FEE: California Fish and Game Code section 711.4 requires that a fee be collected for the State Department of Fish and Wildlife "...to defray the costs of managing and protecting the fish and wildlife trust resources..." This fee should have been paid at the time the lead agency, for CEQA purposes, filed its Notice of Determination with the County Clerk. Please submit appropriate documentation of payment at the time of application submittal (i.e., copy of the fee receipt from the County Clerk of the Certificate of Fee Exemption). Failure to provide such documentation will require deposit of the then-applicable fee with LAFCO. These fees are subject to change by the Department of Fish and Wildlife. *If LAFCO is lead agency please make checks out for the appropriate amount made payable to LAFCO.*

LEGAL COUNSEL APPOINTMENT FEE: The Commission may require reimbursement pursuant to Government Code section 56384(b).

STATE CONTROLLER'S REVIEW FEE: For any request made pursuant to Government Code section 56801, the requestor shall include a deposit, in an amount to be determined by the Executive Officer, to cover the costs of the Controller's Office review. Upon completion of the Controller's Office review and final billing to LAFCO, the requestor will be: (a) refunded the amount that the deposit exceeds the actual costs to LAFCO; or (b) charged the amount that the actual cost to LAFCO exceeds the deposit.

NON-APPLICATION-RELATED RESEARCH FEE: For any extraordinary requests requiring additional research or assistance of staff exceeding 30 minutes, there shall be a \$135.00 per hour charge payable to LAFCO. The Executive Officer may require a deposit to be paid in advance.

Fees for all standard jurisdictional changes are fixed and represent reasonable cost estimates for the underlying action(s) based on an average number of predetermined staff hours to complete. These fees are non-refundable and – while not typical or expected – may be augmented by one or more deposits when additional time is needed beyond the predetermined staff hour allocation as determined by the LAFCO Executive Officer or Assistant Executive Officer.

UNLESS SPECIFICALLY IDENTIFIED OTHERWISE ABOVE, ALL FEES ARE NON-REFUNDABLE

Rev. 3/1/2025

SECTION I
SPHERE OF INFLUENCE
AMENDMENT SUPPLEMENTAL
APPLICATION

SPHERE OF INFLUENCE AMENDMENT SUPPLEMENTAL APPLICATION

The Local Agency Formation Commission is required to adopt a sphere of influence for each local governmental agency in the County within LAFCO jurisdiction. A “sphere of influence” is defined as a “plan for the probable physical boundaries and service area of a local government agency”, such as a city or special district.

An adopted sphere of influence is primarily a planning tool which provides guidance in reviewing individual proposals, promotes efficient provision of organized community services, and prevents duplication of services. Inclusion within an agency’s sphere does not indicate that an affected area will automatically be annexed. An adopted sphere of influence is one of several factors the Commission must consider in reviewing individual proposals.

In determining the sphere of influence of each local agency, the commission shall consider and prepare a written statement of its determinations with respect to each of the following:

1. The present and planned land uses in the area, including agricultural and open-space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, the present and probable need for those public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence.

Applications for an amendment to a sphere of influence must be accompanied by an analysis addressing each of the above factors

SECTION J

CONTRIBUTION

DISCLOSURE

CONTRIBUTION DISCLOSURE

Anyone who is involved with any change of organization or other license, permit, or entitlement for use to be considered by the Commission and who has made a contribution of more than \$500 in the past twelve months to any member of the Commission must disclose the Commission member to whom the contribution was made and the matter of consideration with which they are involved. A list of Commissioners can be found in this section. State law may impose additional requirements for disclosure of contributions/ expenditures for political purposes associated with proposals submitted to the Commission.

01/2019

Riverside Local Agency Formation Commission

<u>Position</u>	<u>Member Name/Address</u>	<u>Term Exp.</u>	<u>Phone/Fax</u>
County Members:	V. Manuel Perez, County Supervisor, 4 th District 78015 Main Street, Ste. 205, La Quinta, CA 92253	(5/27)	(760) 863-8211 fax (760) 863-8905
	Yxstian Gutierrez, County Supervisor, 5 th District, Chair 4080 Lemon Street, Riverside, CA 92501	(5/27)	(951) 955-1050
Alternate County Member:	Jose Medina, County Supervisor, 1 st District 4080 Lemon Street, 5 th Floor, Riverside, CA 92501	(5/29)	(951) 955-1010
Special District Members:	Stephen J. Corona, Board Member Eastern Municipal Water District P.O. Box 8300, Perris, CA 92572-8300	(5/30)	(951) 928-3777 fax (951) 928-6177
	Bruce Underwood, Board Member Coachella Valley Public Cemetery District 82925 Avenue 52, Coachella, CA 92236	(5/28)	(442) 454-8252
Alternate Special District Member:	Harvey Ryan, Board Member Elsinore Valley Municipal Water District 31315 Chaney Street, Lake Elsinore, CA 92530	(5/28)	(951) 674-3146 ext. 8223
Public Member:	Agustin Arreola, Vice-Chair P.O Box 1245, Thermal, CA 92274	(5/29)	(760) 609-6082
Alternate Public Member:	Jim Love 877 West 4 th Street, Ste. A., Beaumont, CA 92223	(5/29)	(951) 845-8972 fax (951) 769-8558
City Members:	Michael M. Vargas, Mayor City of Perris 101 N "D" Street, Perris, CA 92570	(5/28)	(951) 943-6100 fax (951) 943-4246
	Steve Sanchez, Council Member City of La Quinta 78-495 Calle Tampico, La Quinta, CA 92253	(5/30)	(760) 777-7030
Alternate City Member:	Linda Molina, Council Member City of Calimesa 908 Park Avenue, Calimesa, CA 92320	(5/28)	(909) 795-9801
Staff:			
Executive Officer:	Gary Thompson		(951) 369-0631
Asst. Executive Officer:	Crystal Craig		
GIS Analyst:	Michael Henderson		
Commission Clerk:	Elizabeth R. Valdez		
Executive Assistant:	Rebecca Holtzclaw		
	6216 Brockton Avenue, Suite 111-B Riverside, CA 92506		
Legal Counsel:	Melissa R. Cushman 3960 Orange Street, Ste. 500 Riverside, CA 92501		(951) 955-6300 fax (951) 955-6363

REVISED 4/29/2026