



Mendocino LAFCo

200 South School Street

Ukiah, CA 95482

(707) 463-4470

Website: www.mendolafco.org

Email: eo@mendolafco.org

LAFCo Office Use Only

Date Filed: _____

Received By: _____

APPLICATION FORM

This application form is required for all proposed changes of organization/reorganizations or requests filed with the Commission. If a question is not applicable to your proposed project, please note accordingly. Additional forms may be required as indicated in the following sections. Refer to the attached Application Submittal Checklist for more requirements. Thank you for your cooperation in completing this application form and providing all the application submittal materials in a single submittal package.

Proposal Description

1. Type of proposal (*check all that apply and specify in the table below*):

- | | | |
|--|--|--|
| ☐ Annexation | ☐ Sphere of Influence Amendment | ☐ City Incorporation |
| ☐ Detachment | ☐ Sphere of Influence Update | ☐ District Formation |
| ☐ Reorganization | ☐ Outside Agency Services | ☐ District Dissolution |
| (involving both annexation and detachment) | ☐ Activation of Latent Power(s) | ☐ Consolidation or Merger |

	Subject Agencies (Cities and/or Special Districts)	Related Jurisdictional Changes (Annexation, Detachment, Sphere Amendment, etc.)
1.		
2.		
3.		
4.		

2. Title of proposal:

3. Who initiated the proposal? *LAFCo proposals may be initiated by resolution of application adopted by an affected city, county or special district, or by petition of landowners or registered voters of the affected area. (Note: a notice of intent must be submitted to LAFCo in advance for all proposals.)*

The following is attached to this application form:

- ☐ Agency Resolution of Application
☐ Landowner Petition
☐ Registered Voter Petition

4. Does the proposal have 100 percent consent of all affected property owners? *(If so, please submit a letter of consent from each property owner for potential processing of the application without public notice, hearing, or protest.)*

☐ Yes

☐ No

5. Applicant:

<i>City/District/Chief Petitioner</i>	
<i>Street Address</i>	
<i>City/State/Zip</i>	
<i>Telephone</i>	
<i>Signature</i>	

6. Designated Contact Person:

Notices and other communications regarding this application will be directed to the proponent as follows:

<i>Name/Title</i>	
<i>Telephone</i>	
<i>Email</i>	
<i>Signature</i>	

General Information

1. Explain in detail the reasons for the proposal and why it is necessary at this time. *(For example, a proposed development or existing residences require services not currently provided or available.)*
2. Describe the size (acres, etc.), general location, and physical features of the subject territory.
3. What is the current population of the subject territory?
4. Are there twelve or more registered voters within the subject territory?
5. How many total parcels are within the subject territory? (Provide a property matrix).
6. How many acres (or square miles) of territory are included in the proposal?
7. If the proposal includes development, what is the estimated population of the subject territory?

Proposal Boundaries

1. A map and geographic description of the proposal area meeting State Board of Equalization requirements is required.

The following is attached to this application form:

- ☐ Vicinity Map
☐ Boundary Map
☐ Boundary Description

2. Describe how the boundaries of the proposal were determined.

3. Please indicate yes/no to the following questions:

Yes	No	
		<i>Do the proposed boundaries create an island of non-agency territory?</i>
		<i>Do the proposed boundaries split lines of assessment or ownership?</i>
		<i>Do the proposed boundaries overlap with another agency providing similar services?</i>
		<i>Does the proposal involve public rights-of-way or easements?</i>
		<i>Does the proposal involve public land or land assessed by the State?</i>
		<i>Does any part of the proposal involve land under a Williamson Act Contract or Farmland Security Zone?</i>
		<i>Does any part of the proposal involve land with a Wildlife/Habitat Easement or Agricultural Land Conservation Easement?</i>

4. Is this proposal consistent with the adopted Sphere of Influence of all affected agencies?

☐ Yes

☐ No If no, this application must be preceded or accompanied by a Sphere of Influence Amendment Application.

Land Use Information

1. Describe the existing uses within and surrounding the subject territory. Be specific regarding existing commercial corridors, residential communities, relevant structures, etc.
2. What is the current land use and zoning designation(s) within the subject territory?
3. Describe any proposed change in land use or zoning as a result of the proposal. (For city annexations, attach a copy of the adopted pre-zoning ordinance and associated CEQA determination.)

4. Is the proposal consistent with city or county general plans, specific/area plans, and or other adopted land use policies? (Please include policy consistency analysis.)

5. Will the proposal result in development of property now or in the near future? Describe the type of development proposed (type of business or industry, single-family or multi-family residential, etc., and the number of units or facilities).

6. If development is proposed, what discretionary approvals are needed? Indicate below all discretionary approvals or permits from a city, the County, or another agency that will be needed to complete the project. If already approved, please indicate the date of approval.

	<i>Project File No.</i>	<i>Date of Approval</i>	<i>Future Requirements</i>
<i>City/County General Plan Amendment</i>			
<i>Pre-zoning (City)</i>			
<i>Rezoning (City)</i>			
<i>Tentative Subdivision Map</i>			
<i>Minor Land Division</i>			
<i>Conditional Use Permit</i>			
<i>Boundary Line Adjustment</i>			
<i>City/County Building Permit</i>			
<i>Other</i>			

7. If no development is planned at this time, would approval of this proposal increase the development potential of the property?

☐ Yes If yes, please indicate in terms of potential use, number of units, etc.
☐ No If no, indicate when development of the area is anticipated.

8. What is the effect of this proposal on agricultural or open-space lands within and adjacent to the subject territory? If the subject territory is subject to a Williamson Act contract, please provide a copy of the contract(s) along with any amendments.

Public Services

1. List which agencies presently provide public services to the subject territory, and which are proposed to provide service with the proposal. If not applicable or no change, please indicate accordingly.

<i>Service</i>	<i>Present Provider</i>	<i>Proposed Provider</i>
<i>Sewer</i>		
<i>Water</i>		
<i>Fire</i>		
<i>Police</i>		
<i>Recreation</i>		
<i>Roads</i>		
<i>Drainage</i>		
<i>Street Lighting</i>		
<i>Other</i>		

2. Are there any current service or growth moratoriums in place for the affected agency(ies)?
☐ Yes If yes, please indicate imposing agency and terms.
☐ No
3. How would the proposal affect the type or level of services within the subject territory?
4. If, as a result of this proposal, increased service demand exceeds the existing capacity, describe what will be done by the service provider to increase capacity of services.
5. Will the future delivery of services by any other public agency or service provider be affected by this proposal? If yes, list the agencies and indicate any comments received from these agencies. (Note: affected agencies will be contacted by LAFCo during application processing.)
6. A plan for providing services within the affected territory must be prepared pursuant to Government Code Section 56653.

A Plan for Services is attached to this application form:

- ☐ Yes
☐ Not applicable

7. If the proposal affects a water service provider, does the agency have a Water Shortage Contingency Plan or Urban Water Management Plan?

☐ Yes If yes, please provide a URL link or electronic copy of the Plan.
☐ No

8. Does the project require an extension of infrastructure or increase in capacity to serve the territory?

☐ Yes If yes, please complete the table below.
☐ No

<i>Total anticipated demand</i>	<i>Extension of Infrastructure (feet/miles)</i>	<i>Number of Units (GDP/EDU/ESA)</i>
<i>Residential Use</i>		
<i>Industrial / Commercial Use</i>		
<i>Agricultural Use</i>		

Financial Information

1. How will public services be financed? List any assessments, taxes, fees or other charges to be levied as part of this proposal, or levied in the near future. (Note: a five- or ten-year pro forma financial statement may be required to project long-term level of service costs and revenue stability).
2. Are there anticipated costs associated with addressing deferred maintenance, major capital improvement needs, or capacity expansion projects related to the proposal? If so, please provide a financial analysis and estimated cost apportionment plan and schedule.
3. Does any affected agency have existing bonded indebtedness for which the subject territory will become/remains liable? If so, please indicate taxpayer cost per year and when the obligation will end.
4. Does the proposal involve an annexation to a city and/or changes in district boundaries? If yes, negotiations for any exchange of property tax revenues (Revenue and Taxation Code [Section 99](#)) must be completed by the County and any affected city/district prior to LAFCo action. For those proposals, LAFCo will notify the affected agencies after receiving your application and will provide preliminary information to begin the negotiations process.

☐ Yes
☐ No

Sphere of Influence

Note: If a sphere of influence amendment is proposed, please also submit the Sphere of Influence Change Request Supplemental Form.

1. Is the subject territory within the existing sphere of influence of the affected agency?

☐ Yes

☐ No

2. Is the subject territory within the existing sphere of influence of an adjacent agency providing similar services?

☐ Yes If yes, please specify the circumstances and whether a sphere amendment is needed.

☐ No

Environmental Determination

Note: If no environmental document has been prepared, please submit the Environmental Questionnaire.

1. Copies of environmental documentation, pursuant to the California Environmental Quality Act (CEQA), prepared by the lead agency (including an initial study, technical reports, and written comments or recorded public testimony relative to the environmental documents) is required to be submitted with the application. Please include a copy of the Notice of Determination/Notice of Exemption showing the date filed with the County Clerk, and the environmental filing fee receipt from the California Department of Fish and Wildlife.

The following environmental document has been prepared:

- ☐ Statutory and/or Categorical Exemption
☐ Negative Declaration
☐ Mitigated Negative Declaration
☐ Environmental Impact Report
☐ Statement of Overriding Considerations
☐ Supplemental or Tiered Environmental Document
☐ Other:

2. Was the environmental documentation (Notice of Preparation/Notice of Intent) circulated to LAFCo, a Responsible Agency, according to statutorily required timeframes prior to Lead Agency adoption?

☐ Yes

☐ No

Notification

Provide the names and contact information of the primary persons or agents who are to receive information requests, staff reports and notices related to the proposal:

Name/Title	Telephone	E-mail Address

Fee Agreement and Indemnification

All applications must include a signed [Fee Agreement and Indemnification Agreement](https://www.mendolafco.org/application-materials), which is located at: <https://www.mendolafco.org/application-materials>.

Filing Fees

Applicants are required to pay fees in accordance with LAFCo's adopted fee schedule to cover the administrative and staff costs required to evaluate proposals.

Per the Mendocino LAFCo Fee Schedule, deposits toward the cost of processing proposals must be paid at the time an application is submitted. All deposits are initial payments toward the actual costs of processing proposals, including staff time and materials (e.g., noticing, postage, copying). In signing the Fee Agreement and Indemnification, the applicant consents to reimburse LAFCo for all costs incurred in processing, including pre-application assistance.

Checks for application fees must be made payable to: "Mendocino LAFCo".

Board of Equalization (BOE) fees per the current BOE fee schedule are required to be submitted to LAFCo for the BOE Filing. Checks for BOE filing fees must be made payable to: "State Board of Equalization".

The following is included with this application form:

- ☐ Check for Application Filing Fees
- ☐ Check for BOE Filing Fees
- ☐ Other (please explain):

Certification

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of my knowledge.

<i>Signature</i>	
<i>Print Name/Title</i>	
<i>Date</i>	
<i>Telephone</i>	
<i>Email</i>	

Application Submittal Checklist

In order for an application to be processed, the following items need to be provided. Please mark the checklist items applicable to your proposal and submit the number of hard copies noted for each item. If the electronic file sizes are too large, please email eo@mendolafo.org for a file sharing link.

- ☐ **Electronic copy:** legible/searchable PDFs of the application packet (thumb drive, email, Dropbox, etc.).
- ☐ **Cover letter (1):** listing the materials being submitted and noting the method of CEQA compliance.
- ☐ **Application form (1):** fully completed and signed with original signature(s).
- ☐ **Fee Agreement and Indemnification form (1):** fully completed and signed with original signature(s).
- ☐ **Notice of Intent form (1):** original form must be sent to LAFCo in advance per instructions on the form.
- ☐ **Supplemental Application form(s) (1):** fully completed (activation of powers, outside agency services, sphere amendment, etc.) and signed with original signature(s).
- ☐ **Resolution of Application (1):** certified copy, including all exhibits, of the agency's legislative body.
- ☐ **Landowner/Registered Voter Petition (1):** making application to LAFCo, with original signature(s).
- ☐ **Full-scale Proposal Map (5):** 24" x 36" size map page(s) showing the affected territory and its relationship to the affected/adjacent jurisdiction(s) and prepared to State Board of Equalization specifications.
- ☐ **Reduction of Proposal Map (3):** 8.5" x 11" or 11" x 17" size map page(s) of the above item.
- ☐ **Digital Geospatial Map Files:** acceptable digital formats include shapefile with all required components (.shp, .shx, .dbf, etc.), feature class in a file geodatabase (.gdb), layer package (.lyr), or AutoCAD drawing (.dwg).
- ☐ **Vicinity Map (3):** 8.5" x 11" size map page, if not already included on the proposal map.
- ☐ **Metes and Bounds Description (3):** a legal description of the affected territory (proposal area).
- ☐ **Property Matrix (1):** list all affected properties by Assessor Parcel Number, specify source tax roll year data is from, and include an editable digital format (excel, etc.) with the electronic submittal.
- ☐ **Property Owner Consent Letter(s) (1):** from each affected owner of record with original signature(s); for petition applications this may already be addressed with the petition form.
- ☐ **Proof of CEQA Compliance (1):** complete project environmental document (electronic-only if more than 25 pages), Notice of Determination or Exemption, and Fish and Wildlife filing fee receipt.
- ☐ **Plan for Services (1):** prepared per GC §56653, and §56824.12 if applicable, and include a schematic diagram of water, sewer, and storm drainage systems where appropriate.
- ☐ **Pre-Zoning Documentation (1):** for City annexations per GC §56375, include proof of CEQA compliance.
- ☐ **Project Design Plans (1):** reduced size plans (site plan, development plan, subdivision map, etc.).
- ☐ **Campaign Contribution Disclosure form (attached) (1):** required per GC §84308 and the Political Reform Act.
- ☐ **Disclosure of Political Expenditures form (attached) (1):** required per GC §56700.1 and the Political Reform Act.
- ☐ **Tax Share Agreement (1):** adopted by each applicable legislative body (RTC §99), if already completed.
- ☐ **Filing and Processing Fees:** in accordance with the LAFCo Fee Schedule and the State Board of Equalization Fee Schedule.

Note: Additional information may be required during staff review of the proposal and/or in response to the public hearing.

CAMPAIGN CONTRIBUTION TO COMMISSIONERS DISCLOSURE REQUIREMENTS

LAFCo is subject to the campaign disclosure provisions detailed in Government Code §84308 and the Regulations of the Fair Political Practices Commission (FPPC), 2 Cal. Adm. Code §18438. 1 – §18438. 6.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form E-1 must be completed and returned to LAFCo of Mendocino County with your application.

1. No LAFCo commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party¹ or agent² while a change of organization proceeding is pending, and for three months subsequent to the date a final decision is rendered by LAFCo. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.
2. A party to a LAFCo proceeding shall disclose on the record of the proceeding any contribution of more than \$250 made to any commissioner by the party, or agent, during the preceding 12 months. No party to a LAFCo proceeding, or agent, shall make a contribution to a commissioner during the proceeding, and for three months following the date a final decision is rendered by LAFCo.
3. Prior to rendering a decision on a LAFCo proceeding, any commissioner who received a contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, that commissioner shall be permitted to participate in the proceeding.

To determine whether a campaign contribution of more than \$250 has been made by you or your agent to a commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current LAFCo commissioners are available <https://www.mendolafco.org/commission>. If you have questions about Government Code §84308, FPPC regulations, or the Campaign Disclosure Form, please contact the LAFCo Executive Officer at eo@mendolafco.org.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as any person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority stakeholder is subject to these provisions.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

1. Proposed change(s) of organization:

2. Name and address of any party or agent who has contributed more than \$250 to any commissioner within the preceding 12 months.

Name of Party/Agent	Address

3. Date and amount of contribution:

Date of contribution	Amount of contribution

4. Name of commissioner to whom contributions were made:

a. _____

b. _____

Certification

The undersigned hereby certifies that the above information is provided to the best of my knowledge.

<i>Signature</i>	
<i>Print Name/Title</i>	
<i>Date</i>	
<i>Telephone</i>	
<i>Email</i>	

DISCLOSURE OF POLITICAL EXPENDITURES FOR/AGAINST LAFCO PROPOSAL

Expenditures for political purposes, which are related to a change of organization or reorganization proposal that will be or has been submitted to Mendocino LAFCo, are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH).

Please carefully read the following information to determine if reporting and disclosure provisions apply to you.

1. Any person or combination of persons who for political purposes, directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more, in support of or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, must disclose and report as required for local initiative measures under the Political Reform Act of 1974 (commencing with Government Code §84250) and the CKH (commencing with Government Code §56700).
2. Pursuant to Government Code §57009, any person or combination of persons who directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more, in support of or in opposition to the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements as required for local initiative measures under the Political Reform Act of 1974 (commencing with Government Code §84250).
3. Applicable reports must be filed with the Secretary of State and the appropriate city or county clerk. Copies of reports must also be filed with the LAFCo Executive Officer.

CHECKLIST FOR DISCLOSURE OF POLITICAL EXPENDITURES

The following checklist is provided to assist you in determining if the requirements of the Political Reform Act of 1974 (Government Code Sections 81000 et seq.) apply to you. For further assistance contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772, or at <http://www.fppc.ca.gov>.

1. Have you directly or indirectly made a contribution or expenditure of \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCo?

☐ Yes

☐ No

<i>Date of Contribution</i>	
<i>Amount</i>	
<i>LAFCo Proposal Name/Application Number</i>	
<i>Date Proposal Submitted to LAFCo</i>	

2. Have you, in combination with other person(s), directly or indirectly contributed or expended \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCo?

☐ Yes

☐ No

<i>Date of Contribution</i>	
<i>Amount</i>	
<i>LAFCo Proposal Name/Application Number</i>	
<i>Date Proposal Submitted to LAFCo</i>	

3. If you have filed a report in accordance with FPPC requirements, has a copy of the report been filed with LAFCo?

☐ Yes

☐ No