



Annexation/Reorganization Application

Planning Division	City Council	LAFCO
Received:	Hearing Date:	Date:
Fees paid:	Action:	Certificate of Completion
	Resolution No.	

This space for staff use only

Applicant Information

Applicant:		Phone:	
Mailing address:	City:	State:	Zip:
Email address:			
Property Owner:		Phone:	
Mailing address:	City:	State:	Zip:
Agent:		Phone:	
Mailing address:	City:	State:	Zip:

IMPORTANT! Please read filing instructions before completing this application

When an application for any proposal is left for filing, the mere act of leaving the application does not mean the application has been accepted as being complete. You will be notified within thirty (30) days in writing whether the application has been accepted as being complete and setting a tentative public hearing date. This is not a local requirement, but a State requirement found in Chapter 65943 of the Government Code

A separate application must be filed for each site, which may be comprised of one or more contiguous parcels. The application must be signed by all owners of the parcels included in the annexation territory or by a person having the lawful power of attorney.

NOTE: A Site Plan Review meeting regarding the proposed annexation is required prior to filing an application.

This application must be filled out completely and with full answers to every statement and question. This application must be signed by the owner or owners, or legally authorized agent.

Please submit the following information with your application:

- Plot Plan map (to scale) showing lot dimensions, existing structures, and easements served.
- Legal description and map for the area to be annexed as per state requirements (see attached).
- Signed consent to Annex form signed by each parcel owner
- List of all addresses located within the site and an estimate of the population.
- Title Report

- All required Tulare County LAFCO application forms (see attached) (forms are provided as a courtesy. The city is not responsible for any updates or changes made by Tulare County LAFCO).
- LAFCO filing fees (may be paid following city approval).
- State Board of Equalization fees (may be paid following LAFCO approval).
- Submit an accurate scale drawing of the site and the surrounding area for distance of at least three hundred feet (300') from each boundary of the site showing the location of streets and property lines and the names and last known addresses of the recorded legal owners of all properties shown on the drawings. In addition, mobile home park residents will need to be identified. PLEASE TYPE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS ON MAILING LABELS and including mobile home residents which shall be identified by "resident" and "space-number." In addition, the Planning Director may at his discretion, expand the noticing requirements in high growth areas, where it is clear that the county assessor's roll is not current with names and address. (Council authorization 7-2-2002)
- Complete and submit the Environmental Information Form.

Subject Site Information

Site address or location of property:

Assessor's Parcel Numbers:

Total property size in acres or square footage (gross/net):

Current Zoning:

Describe how the site is currently developed:

Existing land use:

Existing land use of adjacent properties:

- North: _____
- South: _____
- East: _____
- West: _____

Project Description

1) REQUEST: Describe fully the type of use and improvements proposed; how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and neighborhood; and why there is a need for such use:

2) Describe the existing structures on the site:

Entitlement Applications

Pending/Status: (note all that apply)

General Plan Amendment

Rezoning

Conditional Use Permit

Subdivision Map

Site Plan

Williamson Agricultural Preservation Contract

Agricultural Preservation No.

Agricultural Contract No.

Status?

Supplemental Information For Applications for any Development Projects

Section 65962.5(e) of the California Government Code states:

“(e) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.”

Before any application can be accepted as completed by the City of Tulare, the owner of the subject property, or the owner’s authorized agency, must complete this form.

STATEMENT:

I HAVE REVIEWED THE “Identified Hazardous Waste Sites” list <http://www.envirostor.dtsc.ca.gov/public> dated _____, 20____, and state that:

The site(s) of the project subject to this application **is/** **is not** on the “Identified Hazardous Waste Sites” lists.

Address

APN

CERTIFICATION:

I hereby certify that the information furnished herein presents to the best of my knowledge and belief, true and correct facts, statements, and information, and that I am the owner, or the authorized agent of the owner, of the subject property.

Signature

Date

REQUIREMENTS FOR METES AND BOUNDS LEGAL DESCRIPTION

Descriptions of the territory that are filed with the Board's Tax Area Service Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law. 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 description 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 a 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 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 a 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...”

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).

Further information can be found here:

<http://www.boe.ca.gov.proptaxes/pdf/jurboundaryreq.pdf>

REQUIREMENTS FOR MAPS

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications:

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 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).

Further information can be found here:

<http://www.boe.ca.gov.proptaxes/pdf/jurboundaryreq.pdf>

Application Indemnification Agreement

Project Title: _____

Applicant(s) shall indemnify, defend, and hold harmless the Tulare County Local Agency Formation Commission (“LAFCO” or the “Commission”) from and against any claims, actions, or proceedings for damages, losses, attorneys’ fees, private attorney general fees and/or costs awarded to any party against LAFCO to attack, set aside, void, or annul any findings, resolutions, entitlements, certifications under the California Environmental Quality Act (“CEQA”) or other environmental review, and approvals by LAFCO given in regard to the Project described or identified in this Application and any other related proceedings (hereinafter referred to collectively as “Project” which includes annexations, reorganizations, detachments, dissolutions, formations, mergers, consolidations, sphere of influence amendments and extraterritorial service agreements), or to impose personal liability against such LAFCO commissioners, officers, employees, agents, or attorneys resulting from their official involvement in any Project proceedings, including any claims, actions or proceedings for any damages, losses, attorneys’ fees, private attorney general fees and/or costs awarded to any party and against LAFCO.

For the purposes of this Agreement, the term “Applicant” shall include all parties applying for discretionary approval of the Project, including but not limited to the subject agency or agencies (the district(s) and/or city for which a change of organization or reorganization is proposed), the owner or owners of the property or properties upon which the Project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)’ heir(s), assign(s), and successor(s)-in-interest to which this Agreement applies.

The undersigned Applicant(s) expressly warrant his/her/its/their authority to enter into this Agreement and bind all applicants and parties, including but not limited to the subject agency or agencies, owner or owners of any property or properties upon which the project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)’s heir(s), assign(s), and successors-in-interest. The Applicant(s) having read and considered the above provisions, indicate his/her/its/their agreement by their authorized signatures below.

Date:

Subject Agency: _____

By: _____

Attest: _____

Printed Name: _____
City or District Manager

Printed Name: _____
City or District Clerk

[If the Applicant is an Individual(s)]

Applicant:

By: _____ By: _____

Printed Name: _____ Printed Name: _____
"Applicant" "Applicant"

[If the Applicant is a general or limited partnership, use the following signature lines:]

Applicant:

By: _____

Printed Name: _____
General Partner
"Applicant"

[If the Applicant is a corporation, use the following signature lines:]

Note: Pursuant to Corporations Code section 313 a contract with a corporation must be signed by one person from the following corporate officers: chairperson of the board, the president or any vice-president and must also be signed by a second person from the following corporate officers: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer unless the contract is accompanied by a certified copy of the Board of Directors resolution authorizing the execution of the contract by a single designated officer or person.

Applicant:

By: _____

Printed Name: _____
CEO or President or Vice President

By: _____

Printed Name: _____
CFO or Secretary or Treasurer

Tulare County Local Agency Formation Commission

Financial Disclosure Statement

In accordance with the requirements of the State of California Fair Political Practices Commission, this Statement of Disclosure form must be completed by each applicant or their agent for any application which will require discretionary action on the part of the Local Agency Formation Commission (reference Government Code §84308).

Entity is defined as: "Any firm, partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

Person is defined as: "Any individual"

- 1. List the names of all persons and/or entities having ownership interest in the property involved or any financial interest in the application:

- 2. If any entity identified pursuant to #1 is a corporation or partnership, list the names of all persons owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

- 3. If any entity identified pursuant to #1 is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization or as trustee or beneficiary or trustor of the trust:

- 4. Has any person and/or entity identified pursuant to #1 had \$250 or more worth of business transacted with any Commissioner or Alternate or Commission staff person within the past 12 months? Yes/No

If yes, please indicate the name(s) of the person/entity:

- 5. Has any person and/or entity identified pursuant to #1 or their agent, contributed \$250 or more to any Commissioner or Alternate within the past 12 months? Yes/No

If yes, please indicate person(s), entity(s) or agent(s) making contribution:

and name of Commissioner(s)/Alternate(s) receiving contribution:

I hereby certify under penalty or perjury that the above information is true and accurate to the best of my knowledge.

Name/Title of Application

Name of Applicant

Signature of Applicant

Date

Commissioners:

Pete Vander Poel, County Member (District 2)

Rick Feder, Public Member

Dennis Mederos, City Member (Tulare)

Dennis Townsend, County Member (District 5)

Maribel Reynosa, City Member (Dinuba)

Alternates:

Larry Micari, County Alternate (District 1)

Steve Harrell, City Alternate (Tulare)

Fred Sheriff, Public Alternate

Staff:

Ben Giuliani, Executive Officer

Amie Kane, Staff Analyst

Matthew Pierce, Counsel

