



# PLANNING & DEVELOPMENT DEPARTMENT

## Annexation Process

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### PROCEDURE FOR APPLICANT INITIATED ANNEXATION

1. Applicant submits the Annexation Request Review materials including the items shown on Annexation Request Review Application and appropriate fee.

*As the City will be the lead agency, the environmental review will be processed through the City. This requires the completed Environmental Information form and appropriate fee to be submitted concurrently with the Annexation Review if no Pre-zone or General Plan Amendment is concurrently submitted. The completed environmental documents will be submitted as part of the Local Agency Formation Commission (LAFCO) submitted package.*

2. The Annexation Request review meeting is held with the applicant and DPR Committee. This meeting will result in the City Council adopting the "Plan of Services" and Resolution of Concurrence required as part of the Local Agency Formation Commission (LAFCO) submittal package. Also, the City's Annexation Fee Policy amount will be computed and adopted as part of the resolution. This fee will be payable at time of completion of the annexation. Additionally, for annexation over 50 acres LAFCO requires a fiscal analysis to be submitted. The City will work with the applicant to complete the analysis for review by the City Council prior to adoption of the Plan of Services.

*It is recommended that the applicant contact LAFCO for their requirements to submit the annexation application. That agency, not the City, will hold the commission hearing to approve or deny the annexation request*

3. City staff will prepare the "Plan of Services", City Council Annexation Fee Policy, environmental documents to satisfy CEQA, and request to the City Council for the resolution concurring with the annexation.

*If the request is a municipal reorganization (involves detachment from an adjacent city or district), resolutions from both agencies regarding tax splits and concurrence with the action is required by LAFCO. The applicant will be responsible for requesting that the other affected agency prepare their resolutions of concurrence and tax split.*

4. If the property is not within the City's Sphere of Influence, the applicant must submit a Sphere of Influence Amendment to be processed through the City and LAFCO. Like Annexations, Sphere of Influence Amendments are acted on by the Local Agency Formation Commission. The amendments may be processed prior to or concurrent with the annexation (if a reorganization is requested the sphere amendment and annexation must be submitted to LAFCO concurrently).

*It is recommended that the applicant contact LAFCO to obtain their requirement for submittal of the Sphere of Influence amendment.*

5. LAFCO requires a pre-zone designation on the property to be annexed. If the property in question does not have a pre-zone or if the applicant wishes to change the pre-zone, a change of zone application must be processed with the City establishing the proper pre-zone designation prior to LAFCO submittal.



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*It may also be necessary to process a concurrent General Plan Amendment to maintain consistency between the General Plan and zoning. Also, pre-zoning may not be changed for two (2) years after approval of the annexation.*

6. The applicant will be responsible for preparation and submittal for the necessary materials and fees for the annexation application to LAFCO, which will include the City prepared materials.
7. After the submittal of the completed annexation application, LAFCO will inform the applicant and City of the Commission hearing.
8. Upon LAFCO Board of the annexation request LAFCO staff will set the Public Protest hearing which will result in final approval, election or termination.
9. The annexation proceedings will be completed by LAFCO Executive Officer subsequent to the submittal of the required fees for the State Board of Equalization and collection of the City's Annexation Fee Policy Funds. The LAFCO executive officer will record the Certificate of completion and notify the State Board of Equalization, County Assessor and Auditor of the annexation.

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