



ANNEXATION / DETACHMENT CHECKLIST

STEP 1 – FROM THE APPLICANT/OWNER TO LAFCO

- Application
- Application Fee/Deposit
- Indemnification Agreement
- Annexation / Detachment Map & Legal Description (size 18 x 26)
- Vicinity Map (size 8.5 x 11)
- Project Location Map (size 8.5 x 11)
- (Optional, depending on the project) - Tract Map, Tentative Map, Site Plan, General Plan
- Waiver of Right to Protest Letter by Applicant/Owner

STEP 2 – FROM THE AGENCIES TO LAFCO

From the City/District

- Service Area Plan
 - Must be updated if > 5 years old, or if the LAFCo Executive Officer requests
- Waiver of Right to Protest Letter
- CEQA - Initial Study, and either ND or MND or Draft EIR, and Final EIR
- CEQA - Copy of Recorded Notice of Determination or Notice of Exemption
- CEQA - Copy of paid Fish and Game Fee Receipt
- Resolution Approving Annexation / Detachment
- Resolution Approving CEQA
- Resolution Approving Pre-Zoning
- Resolution Approving (Other)
- Resolution Approving Tax Agreement (*for City Annexation*)

From the County (*for City Annexation*)

- Minute Order
- Resolution Approving Tax Agreement
- Tax Agreement
- Auditor-Controller Letter

The above-requested items are needed to deem an application complete!

STEP 3 – PUBLIC HEARING

The Annexation / Detachment will go before the Commission for consideration within 90 days of the application being deemed complete.

STEP 4 – AFTER LAFCO'S RESOLUTION

If approved, LAFCo needs the following:

From the Applicant/Owner to LAFCo

- Mylar Annexation / Detachment Map as "Exhibit A" (size 18x26)
 - approved by County Surveyor and City/District Public Works Director (per IC Recorder Map requirements)
- Copy of Mylar Annexation / Detachment Map and PDF (size 18x26)
- Check made out to the State Board of Equalization

From the City/District to LAFCo

- City/District Boundary Map and Legal Description
- Public Works Letter approving the Mylar Annexation / Detachment Map

From the County to LAFCo

- County Surveyor Letter approving the Mylar Annexation / Detachment Map