Step 1 – From the Applicant and/or Petitioner to LAFCo
- Application
- Application Fee/Deposit
- Indemnification Agreement
- Legal Description (size 8.5 x 11)
- Annexation / Detachment Map (size 18 x 26)
- Project Location Map (size 8.5 x 11)
- Vicinity Map (size 8.5 x 11)
- Protest Waiver Letter
- Disclosure Form
- (Optional, depending on the project) - Tract Map, Tentative Map, Site Plan, General Plan

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
- Protest Waiver 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 and/or Petitioner 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