



## **EXTENSION OF SERVICE CHECKLIST**

### **STEP 1 – FROM THE APPLICANT/OWNER TO LAFCO**

- Application
- Application Fee
- Indemnification Agreement
  
- ❖ If the territory(ies) is/are outside the Sphere of Influence of the City/District, documentation from an Agency of a threat to health & safety is required for a request pursuant to government code section 56133 (c).

### **STEP 2 – FROM THE CITY/DISTRICT TO LAFCO**

- City Council/District Board Resolution Approving the Extension of Service
- Service Agreement
  
- ❖ If the request is for fire protection, the following is also needed:
  - Agreement in government code section 56134 (d) 1) (A)
  - Plan covering items 1-10 of government code section 56134 (e)
  - Fiscal Analysis covering items 1-3 of government code section 56134 (f)

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

### **STEP 3 – LAFCO CONSIDERATION**

The Executive Officer has the delegation of authority by the Commission to approve, disapprove, or approve with conditions an extension of service within the sphere of influence, provided there are ten (10) or fewer connections/users for water, sewer, and solid waste.

- ❖ If the application does not meet these criteria, it will go before the Commission for consideration within 90 days of the application being deemed complete.

### **STEP 4 – AFTER LAFCO'S RESOLUTION**

If approved and if the LAFCo Resolution lists conditions, LAFCo needs the following:

- Letter from Applicant/Owner agreeing to the Terms and Conditions of the LAFCo Resolution
- Letter from City/District agreeing to the Terms and Conditions of the LAFCo Resolution