



Sphere of Influence Amendment Description & Analysis Guidelines

The Sphere of Influence Amendment Description & Analysis shall at a minimum contain the following information and be divided into the following fifteen sections:

1. Project Description

The proposed amendment shall clearly be described, which at a minimum shall detail:

- The reasons for the request
- By whom the request is made
- Why the configuration of the request
- Explain why the current sphere is not adequate
- Explain why the proposed amendment should be the size and configuration requested

The description should provide substantive reasoning or needs. It must also contain sufficient background on necessity versus desirability.

2. Proposed Boundary Description

The boundary may be described in two ways:

- a. In the form of a legal description. If this is the case, the legal description must be done by a California-licensed Surveyor.
- b. A "geographic features" description, in which case, the description must use the center line of existing roads plus Row, the center line of canals plus Row, RR right of ways, and other similar geographic features that are not susceptible to ready change. In this form, legal parcel boundaries may not be divided.

The boundary shall use recognized geographic features, and there shall not be a mix of geographic and legal descriptions.

3. Existing Boundary Description

The existing boundary shall be described in the same format as the proposed boundary. If the existing is in the form of a legal description, then the proposed must likewise be in the form of a legal description.

4. Boundary Analysis

The existing versus the proposed boundary is to be analyzed in terms of existing versus proposed size, area, configuration, and relationship to the actual City limit/District boundary. Alternatives must also be included in this analysis. If a proposal is to one side, or two sides of an existing City/District only, or if the configuration is unusual in shape or size, clearly describe why this version is desired.

5. Area Analysis

A clear description of the area is to be provided. This should include existing land uses, private versus public land areas, public transportation corridors and systems, protected land, agricultural land, agricultural land classification, etc.

6. Land Use Planning

Provide an analysis of the existing planned land uses versus the proposed planned land uses. Describe how the land uses will be considered for development purposes if the land is not immediately annexed. Explain the process the City/District intends to use to coordinate land uses within the sphere of influence with the County. Describe how adjacent land uses will be affected.

7. Alternatives

Explain in detail the alternatives available or considered. Provide the same level of detail for the alternatives as for the proposed one in terms of information.

8. Land Use Inventory

Provide a comprehensive land use inventory of all land uses currently within the City/District, versus the amount of the same to be provided within the new sphere of influence. Provide this data in terms of acres and percentages. Provide a detailed accounting of existing vacant land within the City/District and areas that could be increased in density by rehabilitation, etc.

9. Fiscal Impact Statement

Provide a fiscal impact statement to show how you, the applicant, perceive the financial effects of the proposal; would this affect the distribution of current or future taxes, and how so? Describe why this proposal should be financially beneficial to affected agencies.

10. Growth Projections

Provide supporting documentation to show anticipated growth projections for the area(s) requested. Utilize standard accepted figures and methodologies. Also, include an analysis of the growth inducement that this may cause.

11. Unique Features

If there are unusual geographic or topographic features within the area, such as hazardous or sensitive features, please describe them. If there are any unique social or economic communities of interest within the area, please describe them.

12. Other Agencies Affected

List and describe how this proposal could affect other agencies, particularly adjoining districts, cities, and the County.

13. Proposed Amendment Map

At a minimum, the proposed amendment map must show the following information:

- Existing City Limit/District Boundary
- Existing City/District Sphere of Influence
- The Proposed City/District Sphere of Influence
- The amount & location of prime farmland
- The amount & location of statewide significant farmland
- All geological hazard areas

- All flood zone areas
- The location of other Cities/Districts within 5 miles
- The location of major utility corridors
- The location of primary waterways
- The location of unusual scenic or topographic features
- The location of existing and proposed police stations
- The location of existing and proposed fire stations
- The location of existing and proposed hospitals
- The location of existing and proposed schools/colleges

14. No Action Alternative

Clearly describe the effects if no action is taken by LAFCo to approve either the requested or any alternate sphere of influence.

15. Land Use Compatibility

Describe how this proposed boundary would affect adjoining lands not within other adjoining Cities/Districts. Describe methods to mitigate adverse impacts.