



SPHERE OF INFLUENCE GUIDELINES

SPHERES OF INFLUENCE (SOIs) MAY ONLY BE UPDATED SIMULTANEOUSLY WITH SERVICE AREA PLANS (SAPs)

A request for the amendment or change of a "Sphere of Influence" (GOV. CODE SECTION 56076) to a City or District requires specific general information and applicable technical information. These guidelines are intended to provide a basic outline of the minimum requirements. These guidelines are intended to serve as a basic road map and are not to limit additional information that may be required by the Executive Officer during the review of an actual application.

I. APPLICATION FILING

A request for a change in the Sphere of Influence may be filed in one of three ways:

- a) A RESOLUTION by the governing board of the City or District. Two certified copies of the resolution containing all of the information as shown under Section II: RESOLUTION must be shown.
- b) A PETITION signed by all of the landowners whose property would be affected for applications with three or fewer parcels. Where the number of parcels exceeds four, a minimum of three signatures is required.
- c) A PETITION concurrent with an ANNEXATION with all property owners' signatures. Where the parcels to be affected exceed four or more, only three signatures are required.

II. RESOLUTION

If the application is made by resolution, (City/District) the resolution shall be made by the public agency in the form of a public hearing and shall contain all of the information shown under PETITION in section III.

III. PETITION

If an application is filed in the form of a PETITION, the petition shall include all of the following information: (reference also GOV. CODE SECTIONS 56425 - 56428)

- 1) State the full name of the person(s) filing the application.
- 2) State the address and phone number of the person(s) filing the application.
- 3) State the nature of the proposal.
- 4) State the reason for the proposal.
- 5) State that the proposal is made pursuant to the applicable government code section.
- 6) State proposed terms or conditions.
- 7) State whether the petition is signed by registered voters or landowners.
- 8) Enclose all of the information requested under the CORTESE/KNOX REORGANIZATION ACT, the Policies, Standards and Procedures Manual for the Imperial LAFCO, and as outlines within these guidelines.
- 9) State name and address for all parties to whom notice is to be provided.

IV. PROJECT DESCRIPTION

The proposed modification shall clearly be described in the form of a "project description", 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 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.

V. BOUNDARY DESCRIPTION (PROPOSED)

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 licensed Engineer, properly licensed in the State of California.
- b) A "geographic features" description, in which case, the description must use center line of existing roads plus Row, center line of canals plus Row, RR right of ways, and other similar geographic features which 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.

VI. BOUNDARY DESCRIPTION (EXISTING)

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.

Please verify the existing boundary configuration with the Executive Officer prior to preparing the proposed boundary.

VII. 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/District limits. 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.

VIII. 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.

IX. LAND USE PLANNING

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

X. ALTERNATIVES

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

XI. SERVICE AREA PLAN

Provide a comprehensive analysis of the services to be provided to this area and how they would be provided. This plan must include the capacity of existing systems, proposed systems, cost projections, financing methods. If applicable, show phasing for proposed improvements. Show all services provided by the City/District, and how they will be provided. If you intend to form a financing system please provide details. Provide the necessary technical studies to show the methodology, engineering solutions, design alternatives, etc., to show how and where services may be provided.

XII. LAND USE INVENTORY

Provide a comprehensive land use inventory of all land uses currently within the City/District, versus the amount of 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.

XIII. FISCAL IMPACT STATEMENT

Provide a fiscal impact statement to show how you, the applicant, perceive the financial affects 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.

XIV. 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 growth inducement this may cause.

XV. UNIQUE FEATURES

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

XVI. OTHER CITIES/DISTRICTS AFFECTED

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

XVII. MAP

The mapping to be provided should be prepared in AUTOCAD format and a copy of the map must be provided in AUTOCAD and 13 formats along with ten (10) "hard" copies. At a minimum the maps must contain the following information:

- a) show existing City/District boundary
- b) show existing City/District Sphere
- c) show proposed City/District Sphere
- d) show amount & location of prime farmland
- e) show amount & location of Statewide significant farmland
- f) show all geologic hazard areas
- g) show all flood zone areas
- h) show location of other City/District within 5 miles
- i) show location of major utility corridors
- j) show location of primary waterways
- k) show location of unusual scenic or topographic features
- l) show location of existing and proposed police stations
- m) show location of existing and proposed fire stations
- n) show location of existing and proposed hospitals
- o) show location of existing and proposed schools/colleges

XVIII. NO ACTION ALTERNATIVE

Describe clearly the affects if no action is taken by LAFCO to approve either the requested or any alternate sphere.

XIX. LAND USE COMPATIBILITY

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

XX. CEQA

For purposes of any sphere amendment LAFCO is the "lead agency" to prepare the necessary CEQA analysis. LAFCO will determine if the project proceeds with a Negative Declaration, a Mitigated Negative Declaration, or a full Environmental Impact Report (EIR).

XXI. COSTS

Sphere of Influence applications are considered to be a Time and Materials (T/M) cost, and as such applicant will be billed on a monthly basis for actual costs incurred. LAFCO does utilize the services of outside third-party consultants to assist in the review and processing of applications. Generally, these costs are equal to or less than if done by the Executive Officer. Costs are carefully monitored by the Executive Officer.

XXII. CONSULTATION

Prior to a formal submittal being delivered to the LAFCO, the proponent should consult with the Executive Officer and, if necessary, be prepared to present the proposal in the form of a "pre-application meeting".

NOTE: FOR QUESTIONS, PLEASE CONTACT THE EXECUTIVE OFFICER AT (760) 353-4115 OR BY E-MAIL AT pg@iclafco.com.