

## Appendix B1. Application Checklist

Applicants are required to meet with LAFCo staff prior to submitting an application. To make the application process easier and more understandable to the applicant, it is recommended that the meeting be scheduled before the applicant begins application preparation.

The following checklist is intended to assist the applicant with submission of a complete LAFCo application package. Volume I, Part III, Section 2.2 of LAFCo’s Procedures contains additional explanation of required items.<sup>1</sup>

✓	Required Application Items <i>(In addition to paper copy, please provide <u>electronic copy</u> of each item via thumb drive)</i>	Regular	Out of Area
	<b>Meet with staff to discuss application requirements (required step).</b>		
1.	1 original of signed LAFCo Application.		
2.	1 original of the certified resolution of application (See Appendix E, Exhibit E) <u>OR</u> 1 original of petition of land owners/registered voters with required signatures (see Appendix E, Exhibit D). <sup>2</sup>		
3.	1 letter-sized (8½ x 11) copy of project vicinity map (see Appendix E, Exhibit I).		
4.	1 copy of preliminary proposal map pre-approved by the County Surveyor and associated legal description (see Appendix C)		N/A
5.	1 letter-sized copy (8½ x 11) of easily readable map of the project site with relationship among the project site and district or city service and SOI boundaries, and, if applicable, Measure D or urban growth boundaries clearly indicated and color coded (see Appendix E, Exhibit J).		
6.	1 large-scale topographical maps of the project site (may use USGS quadrangle map for larger sites).		N/A
7.	For city annexations, provide 1 certified original of adopted City Council Resolution rezoning the property pursuant to §56375.		N/A
8.	For city or special district annexations involving property tax revenues exchanges, 1 certified original of Resolution from affected cities, districts and Alameda County indicating that affected jurisdictions have reached agreement on an exchange of property tax revenues pursuant to Revenue and Taxation Code §99.		N/A
9.	For Out-of-Area Service Agreements, 1 copy of agreements or contracts, and 1 copy of documentation of public health or safety emergency, if applicable.	N/A	
10.	1 original of applicant and property owner financial disclosure statement(s) pursuant to the requirements of the Fair Political Practices Commission and Section 1.5. (see Appendix E, Exhibit C).		
11.	1 copy of any CEQA documents approved for any portion of the proposal, such as Environmental Impact Reports (EIR), Findings of Fact, Statement of Overriding Considerations, EIR appendices, negative declarations, or mitigated negative declarations		
12.	1 copy of Notice of Determination or Notice of Exemption if applicable.		
13.	Refundable State Fish & Game Department CEQA review fees, or copy of receipt of payment of these fees, if applicable.		
14.	Non-refundable LAFCo application processing fees (See Appendix A). Make check payable to Alameda LAFCo.		
15.	Refundable State Board of Equalization (SBOE) Filing and Processing Fees <sup>3</sup>		N/A

<sup>1</sup> If the proposal is approved, the applicant will be required to provide additional items including final maps (see Part III, Section 4.0.)

<sup>2</sup> A certified Resolution of Application from the agency proposed to provide service is required for Out of Area Service Agreements

<sup>3</sup> Checks for SBOE fees must be submitted after the project is approved; the requested change of organization cannot be completed until SBOE fees are received.

✓	<b>Required Application Items</b> <i>(In addition to paper copy, please provide <u>electronic copy</u> of each item via thumb drive)</i>	Regular	Out of Area
	16. For city annexations, provide 1 map of limiting addresses, and an alphabetical list of streets within the subject area to include the beginning and ending street numbers.		N/A
	17. County Clerk Recorder fee		
	18. 2 sets of original mailing labels separately identifying the applicants, affected agencies, school districts, registered voters and landowners on project site, property owners within 300 feet of project site, and any other party to which notification must be provided. Labels must be current and complete, and must be in Avery 5160 Format.		
	19. Provide, if applicable, 1 letter-sized (8½ x 11) legible copies of land use maps with legends for the project site as follows: County General Plan, City General Plan; Existing Land Use Zones; Community/Specific Plan; Prezone.		
	20. 1 original signed copy of indemnification agreement (see Appendix E, Exhibit H)		
	21. 1 original of signed Property Owner Consent to Annexation Form (see Appendix E, Exhibit F)		N/A
	22. 1 copy of verification of filing of Williamson Act nonrenewal actions if applicable.		
	23. 1 copy of map showing the subject parcel and all parcels within a radius of 300'. All parcels and parcel numbers need to be indicated on map (see Appendix E, Exhibit G).		
	24. If project is not initiated by Resolution of Application of proposed service provider, a letter indicating willingness to serve must be provided.		N/A
	25. 1 copy of any additional items required by the Executive Officer.		

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