

INSTRUCTIONS FOR FILING AN APPLICATION FOR  
PROCEEDINGS BEFORE THE LOCAL AGENCY FORMATION  
COMMISSION FOR LOS ANGELES COUNTY

1. RESOLUTION (PETITION) MAKING APPLICATION

If the application to initiate proceedings before the Local Agency Formation Commission (LAFCO) is initiated by a registered voter or landowner, submit the original petition (**See Landowner/Registered Voter Petition**). If initiated by an affected agency, submit one certified copy of a resolution of said agency.

2. APPLICATION FORM

Submit a signed original application form and 25 Copies.

NOTE: BEFORE SUBMITTING THE APPLICATION PLEASE CALL THE LAFCO OFFICE FOR A PROPOSAL DESIGNATION NUMBER. WHEN INQUIRING ABOUT YOUR APPLICATION THIS IS THEM NUMBER YOU WILL USE. LAFCO DOES NOT TRACK PROPOSALS BY TRACT NUMBER OR APN.

3. LEGAL DESCRIPTION

Use EXHIBIT "A" and LAFCO Designation number as the title.

EXHIBIT "A"  
Annexation No. 2005-21  
To Los Angeles County Waterworks District 40,  
Antelope Valley

See State Board of Equalization "Changes of Jurisdiction Boundary", for further legal description requirements.

Submit 5 **prints** (not copies) of the description.

4. MAP

Use Exhibit "B" and the LAFCO designation number as the title.

Subject territory must be extended to the centerline of the street.

All Parcels within the subject territory must be drawn and identified. Parcels outside subject territory must be drawn.

Preferred map size is 11 x 17.

Minimum Scale:	1-20 acres	1" = 200' or 1" = 300'
	21-1000 acres	1" = 400' or 1" = 800'
	Over 1000 acres	1" = 800' or 1" = 1200'

See State Board of Equalization "Changes of Jurisdictional Boundary", for further map requirements.

Submit 5 original **prints** (not copies) of the map to scale.

Submit 5 legible copies of the map reduced to 8 ½ x 11 (scale doesn't matter).

## 5. RADIUS MAP AND CORESPONDING MAILING LABELS

Pursuant to Government Code Section 56157 LAFCO requires notification of all landowners and registered voters within 300 feet of the exterior boundary of the subject area, as shown upon the most recent assessment roll and the most recent index of affidavits prepared by the county elections official. The radius map should contain subject area and each parcel of land lying entirely or partially within a 300 foot radius.

Submit one map no larger than 11 x 17.

Submit one set of mailing labels of the landowners and registered voters that are within a 300 foot radius of the exterior boundary of the subject area. On the labels (1 x 2 inches), please include assessor parcel number, name, and address of each landowner and/or registered voter.

Provide a separate list of the names and address of all landowners that are **within** the boundaries of the subject territory and a corresponding set of labels.

## 6. FEES

The applicant must submit the appropriate fees with the application. Where the fee is based upon the actual cost of work to be performed, as set forth in the Fee Schedule, the applicant shall deposit with the application an amount equal to one-third of the estimated cost of the work, as determined by the Executive Officer, and may be required to make progress payments during the proceedings. All other fees must be paid in full with the application.

All checks are made payable to the *Local Agency Formation Commission*.

No application shall be accepted for filing until all applicable filing fees have been deposited with the Executive Officer and the application is in all other respects complete.

Fees are non-refundable.

A request for waiver or reduction of any filing fee or other fee must be submitted in writing no later than the date of submittal of the application and shall specify the reason(s) for the request. The request will be considered by the Commission at the next meeting for which the item can be legally placed on the agenda.

The payment of any filing fee should not be construed to either obligate the applicant to pay any additional processing fees pursuant to Government Code Section 56383.

**Note:** Upon completion of proceedings the applicant is also responsible for payment of the State Board of Equalization processing fees based on acreage category. Please **DO NOT** include State Board of Equalization fees at the time of application submittal. The applicant will be notified by LAFCO Staff of the amount and when the fee must be submitted to this office.

## 7. ENVIRONMENTAL DOCUMENTS

California Environmental Quality Act compliance is required for most LAFCO actions.

If the application is initiated by a public agency, submit as applicable, 25 copies of the Notice of Determination with the Negative Declaration and Initial Study attached. Submit the same amount where applicable of the Mitigated Negative Declaration, Determination of Exemption, Mitigation Monitoring and Reporting Program, or other related environmental documents. In the case of an Environmental Impact report please submit two (2) hard copies of the full report and a copy of the same on disk (CD is preferable by this office, but not mandatory).

In order for LAFCO to consider the CEQA requirement met all environmental documents must have the stamp from the County Clerk and a copy of the Certificate of Fee Exemption or a copy of the receipt indicating all fees required by the Fish and Game Commission have been paid. Documents submitted without the County Clerk's will not be considered as CEQA compliance by this office.

If the application is initiated by petition, the applicant may be required to submit additional information for an environmental assessment.

## 8. PRE-ZONING ORDINANCE

If the proposal involves annexation to a city, submit one copy of the pre-zoning ordinance.

9. **LIST OF LIMITING ADDRESSES**

For city boundary change proposals only, submit two copies of either a map or list of all streets and addresses within the proposal. If addresses will be changed upon completion of the proposal, please submit both current and new numbers.

10. **SUBMISSION OF APPLICATION MATERIALS**

All application materials must be mailed or delivered to the following address:

Local Agency Formation Commission  
700 North Central Avenue, Suite 445  
Glendale, CA 91203

If you have any questions, contact LAFCO staff by telephone at 818/254-2454 or Fax at 818/254-2452.

Revised: January 2007