



**SONOMA LOCAL AGENCY FORMATION COMMISSION**  
575 Administration Drive, Room 104A Santa Rosa, CA 95403-2888  
(707) 565-2577 FAX (707) 565-3778 [www.sonoma-county.org/lafco](http://www.sonoma-county.org/lafco)

## CHANGE OF ORGANIZATION / REORGANIZATION APPLICATION CHECKLIST

**THE FOLLOWING IS REQUIRED FOR A LAFCO APPLICATION:**

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1. \_\_\_\_\_ Original Notice of Intent to Circulate Petition, if applicable (Note: Notice must be filed with the Sonoma LAFCO prior to circulating the petition)
2. \_\_\_\_\_ Original signed Indemnification Agreement (Page 2)
3. \_\_\_\_\_ Original signed Applicant Financial Disclosure Form (Page 4) and Compliance With Political Expenditure And Contribution Disclosure Form (Page 6)
4. \_\_\_\_\_ A check for appropriate LAFCO filing fee made payable to LAFCO (see Fee Schedule)
5. \_\_\_\_\_ A check for any applicable unpaid Fish and Game filing fees (see Fee Schedule).
6. \_\_\_\_\_ A check in the amount of \$50, made payable to County Clerk, for environmental document processing fees.
7. \_\_\_\_\_ **Original and twelve (12) copies** of the attached Application and Petition  
*Note: all the following pages must have original signatures:*
  - Page 15 - Annexing City/District Page
  - Page 16 – Chief Petitioner/Agents page
  - Page 17 – Landowner Petition (must have original signature for every consenting property owner in proposal territory)

The application must be completed in consultation with city or district staff and signed off by that contact person. All questions must be answered. If the question is not applicable, write "N/A".

### **NOTE: DO NOT INCLUDE THE FOLLOWING IN THE COPIES:**

Notice of Intent to Circulate Petition  
Financial disclosure forms  
Indemnification Agreement  
Application Requirements for Mapping and Boundary Description

6. \_\_\_\_\_ **Sixteen (16) copies** of a metes and bounds legal description. Include parcel numbers of all properties included in the proposal.
7. \_\_\_\_\_ **Thirty-five (35) copies** of preliminary map folded to approximately 6 ½" X 9" size (Note: must include civil engineer's/surveyor's signature or stamp).  
Include parcel numbers of all properties included in the proposal.

- 8. \_\_\_\_\_ Written certification from the County Surveyor for district annexations OR from City Engineer for city annexations, approving the legal description and map. Legal description and mapping instructions are attached (page 19).
- 9. \_\_\_\_\_ Written certification from the County Assessor’s Office approving the legal description and map (page 18).
- 10. \_\_\_\_\_ Copies of environmental documents (as applicable):  
**Categorical Exemption:** 1 copy  
**Negative Declaration/Mitigated Negative Declaration with Initial Study:** 16 copies  
**Environmental Impact Report:** 16 copies (Note: The applicant may submit 6 copies in print and 10 copies on CD if desired)  
**Mitigation Monitoring Plan:** 16 copies  
**Notice of Determination** (if applicable) filed by lead agency: 1 copy  
**Notice of Exemption** (if filed by lead agency): 1 copy  
**Receipt for Environmental Fees paid to the Department of Fish & Game:** 1 copy
- 11. \_\_\_\_\_ **One (1) copy** of Resolution of Application (only if application is filed by city or district)
- 12. \_\_\_\_\_ **Sixteen (16) copies** of city/district ordinances or resolutions pertaining to the project
- 13. \_\_\_\_\_ **Sixteen (16) copies** of additional official actions, if any, by the city or district pertaining to the project.
- 14. \_\_\_\_\_ **Sixteen (16) copies** of any written reports, analyses, sentiment surveys or letters which pertain to the impacts of the project involved in the proposal.
- 15. \_\_\_\_\_ **One (1) copy** of city/county staff report, if applicable.

**ALL PROPOSALS INVOLVING ANNEXATION TO A CITY MUST INCLUDE THE FOLLOWING ADDITIONAL INFORMATION:**

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- 16. \_\_\_\_\_ A plan for providing public services within the affected territory. The plan must address the following and be submitted on a separate sheet(s):
  - a. Expected changes in land use.
  - b. Services to be provided.
  - c. Service levels to be provided.
  - d. Actions, if any, needed to increase service level capacities to serve the affected territory and corresponding costs.
  - e. Any conditions which would be imposed or required within the affected territory, such as the improvement or upgrading of structures, roads, sewer and water facilities.

For proposals which 1) are expected to lead to substantial development, 2) represent one phase of expected development, 3) require actions or conditions under “d” or “e” above, or

4) are otherwise considered to be significant, the following additional information may be required:

- a. Location from which services are to be provided.
- b. Service level capacity from that location.
- c. Description of where such services will be provided within the affected territory.
- d. Timetable for the feasible extension of services to the affected territory.
- e. Description of how such services and improvements will be financed.

The requirement of a plan for providing services may be met by submission of data or documents such as the Environmental Impact Report and Initial Study, an Area Plan, a Specific Plan, or a Master Plan. The document(s) submitted shall provide sufficient detail to enable the Commission to determine the city's capability to provide services in a timely and financially feasible manner.

- 17. \_\_\_\_\_ **One (1) copy** of school district staff report IF the proposal is for over 50 units of potential residential use unless there is data in an EIR.
- 18. \_\_\_\_\_ For city annexation of developed property: one (1) alphabetical list of all streets within the affected area with beginning and ending street numbers (odd and even).

Example: Apple Street 2301 thru 2499 (odd)  
Apple Street 2300 thru 2498 (even)

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**NOTE: Maps must include street addresses of each parcel or addresses at all boundaries on both sides of all streets and roads running through the annexation. This information is necessary and must be completely accurate as it will be used to amend the 9-1-1 emergency telephone street address guide, and will be used to determine which emergency service provider will be dispatched.**