COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
REQUEST FOR ANNEXATION
INFORMATION and INSTRUCTION SHEET

I. ELIGIBILITY CRITERIA FOR ANNEXATION TO A COUNTY SANITATION DISTRICT OF LOS ANGELES COUNTY

a. The property is contiguous to County Sanitation District (District) or, if not contiguous, may be drained by gravity to a trunk sewer of that District

b. The property is not included in whole or part in any other agency providing similar services to those of the District

c. The property will benefit by its inclusion in the District

II. SPECIFIC REQUIREMENTS

a. **Request for Annexation Form (4 pages):** All applicants must complete, in detail, and return the Request for Annexation Form. See "e" for information regarding Environmental Data on page 4 of this form and Section II for signature requirements.

b. **Los Angeles County Local Agency Formation Commission (LAFCO) Party Disclosure Form:** All applicants must complete and return the Party Disclosure Form pursuant to the Local Agency Formation Commission Party Disclosure Form Information Sheet.

c. **Annexation Payment:** All applicants must submit a check made payable to the District in the full amount of the deposit as stated in District's quotation letter. Cash will not be accepted.

HOW MUCH DO I HAVE TO PAY?

The annexation fee consists of three processing fees. The **Annexation Processing Fees** table is attached. The Sanitation Districts, as the lead agency for the annexation, will collect the total processing fees with the annexation application. The three processing fees are for: 1) County Sanitation Districts of Los Angeles County (CSD), 2) Local Agency Formation Commission of Los Angeles County (LAFCO), and 3) State Board of Equalization (SBE). The processing fees are subject to change without notice. If the fees increase before your application is processed by this office for submittal to these agencies, you will be notified and the additional monies must be paid before the annexation procedure can be finalized.

d. **Copy of Grant Deed:** All applicants must submit a copy of the Grant Deed including the legal description or a recorded tract/parcel map

e. **California Environmental Quality Act (CEQA):** All applications are subject to CEQA. **If you are applying for a single-family home on septic tank, your project is exempt and the Notice of Finding will be prepared by this office.** As required by LAFCO, all other applicants must provide seven (7) hard copies each of the Initial Study, Final Negative Declaration, Final Mitigated Negative Declaration, Notice of Determination, Mitigation Monitoring and Reporting Program, and receipt for fees paid to the Department of Fish & Game, approved by a city or County Regional Planning Commission, or one (1) hard copy of Draft Environmental Impact Report (DEIR) with other supporting documents ***and*** three (3) copies on CD of both the Draft and Final Environmental Impact Report (EIR) with other supporting documents, Notice of Determination, and receipt for fees paid to Department of Fish & Game, approved by a city or County Regional Planning Commission, whichever is applicable.

f. **Radius Map and Corresponding Mailing Labels for LAFCO:** All developers are required to submit a radius map within a 300-foot radius of the exterior boundaries of the project area and each parcel of land lying entirely or partially within a 300-foot radius. A set of mailing labels of those landowners that are within a 300-foot radius of the exterior boundaries of the subject area is also required. Provide a list of the Assessor's parcel number, name, and address of each landowner.

***Please note*:** The annexation fees and application will not be accepted until *all* of the required items have been submitted**.**

III. SIGNATURE — BY LEGAL OWNER*

a. **Individual:** Must be the same name as it appears on current Los Angeles County Assessment Roll. If not, a copy of the newly recorded Grant Deed evidencing ownership must be furnished. **Print or type* name *and title below signature.*

b. **Corporation:** Must be signed by a Corporate Officer, indicating title and apply the corporate seal. A copy of the resolution authorizing the corporate officer's signature must be submitted along with the completed form. **Print or type name and title below signature.*

c. **Partnership:** Must be signed by a General Partner and a copy of the Statement of Partnership or a copy of the resolution authorizing the general partner's signature must be submitted along with the completed form. **Print or type name and title below signature.*

IV. TRACT AND/OR PARCEL MAP PROJECTS — ADDITIONAL REQUIREMENTS

a. Developers and/or engineers must submit a print-out of the closed survey traverse of the subject property boundaries, inclusive of area to centerline of all public streets, upon which the property fronts or abuts. (Disregard if previously provided.)

b. Developers and/or engineers must submit an approved recorded blueline copy of the tract or parcel map, showing all recording data, as soon as possible. (Your annexation application cannot be processed until all the required documents, as explained in Section I, and a copy of the recorded tract/parcel map blueline are submitted. Please order an extra copy of the blueline for this office at the time of recording.)

V. TO OBTAIN ADDITIONAL INFORMATION CONTACT:

Donna Kitt — (562) 908-4288, extension 2708 or e-mail: dkitt@lacsd.org
Doug Harman – (562) 908-4288, extension 2793 or e-mail: dougharman@lacsd.org

ANNEXATION PROCESSING FEES FOR THE COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

COUNTY SANITATION DISTRICTS' PROCESSING FEE	ACREAGE			FEE
	0.0	to	1.5	$1,450
	>1.5	to	5.0	$1,950
	>5.0	to	20.0	$390/Acre
	Over 20.0			$7,800 Plus $75/Additional Acre And Every Fraction Thereof
LOCAL AGENCY FORMATION COMMISSION FILING FEE[1/]	**ACREAGE**			**FEE**
ANNEXATIONS AND DETACHMENTS	0.0	to	4.99	$2,500
	5.0	to	9.99	$3,000
	10.0	to	24.99	$3,500
	25.0	to	49.99	$5,000
	50.0	to	99.99	$6,000
	100.0	to	159.99	$7,000
	160.0+ Acres			$8,000
OTHER PROPOSALS	Special Reorganization			$10,000
	Incorporation/Disincorporation/Consolidation			$7,500
	District Formation			$7,500
	District Dissolution/Consolidation/Merger			$5,000
	Establishment of Subsidiary District			$4,000
	Reorganizations			Basic Fee*+ 20%
	Amend Existing Sphere of Influence for an Annexation			$500
	Amend Existing Sphere of Influence Without other Action:			
	0.0	to	4.99	$2,500
	5.0	to	9.99	$3,000
	10.0	to	24.99	$3,500
	25.0	to	49.99	$5,000
	50.0	to	99.99	$6,000
	100.0+ Acres			$7,000
	Reconsideration of LAFCO Determinations			50% of Basic Fee
	Special District Study			Actual Cost
	Out-of-Agency Service Agreements			$2,000
	Petition Verification			Actual Cost
	Notice/Radius Map			Actual Cost
	State Controller Review			$2,000 + Actual Cost
STATE BOARD OF EQUALIZATION[2/]	**ACREAGE**			**FEE**
SINGLE AREA TRANSACTIONS	0.0	to	<1.0	$300
	1.0	to	5.99	$350
	6.0	to	10.99	$500
	11.0	to	20.99	$800
	21.0	to	50.99	$1,200
	51.0	to	100.99	$1,500
	101.0	to	500.99	$2,000
	501.0	to	1,000.99	$2,500
	1,001.0	to	2,000.99	$3,000
	2,001.0 and Above			$3,500
OTHER PROPOSALS	Additional County per Transaction			$300
	Consolidation per Resolution or Ordinance			$300
	Entire District Transaction			$300
	Coterminous Transaction			$300
	District Dissolution or Name Change			$0

*The "Basic Fee" is the filing fee charged for a single change of organization. If more than one change of organization is proposed, then additional fees will apply.

[1/]Most recent LAFCO fee increase effective January 1, 2006.
[2/]Most recent SBE fee increase effective December 2, 1998.