

**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. **Local Agency Formation Commission for Los Angeles County (LAFCO) Indemnification/Legal Defense:** All applicants must complete and return per LAFCO requirements.
- c. **LAFCO Proposal Certification:** All applicants must complete and return per LAFCO requirements.
- d. **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.
- e. **LAFCO Consent Letter:** All applicants must complete and return the LAFCO Consent Letter per LAFCO requirements.
- f. **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. In addition to the three processing fees, pursuant to the terms of the Request for Annexation the District may, at its sole discretion, require the applicant(s) to deposit funds in an amount or amounts sufficient to cover any anticipated or incurred litigation costs arising from the Request for Annexation.

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

- i. **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. Submit an approved recorded copy of a tract map or parcel map showing all recording data for the area to be annexed and any abutting streets. If a tract map or parcel map will not be recorded, provide the information listed below in Section IV (b.).
- b. If a tract map or parcel map will not be recorded, provide the following information:
 - i. Copies of supporting documentation such as deeds, maps etc., relating to the area to be annexed including documentation for any abutting streets
 - ii. A hard copy of the (tentative or vesting) subdivision map or parcel map
 - iii. *Upon request*, an electronic copy of the subdivision map (NAD 1983 datum and State Plane V coordinates), compatible with Micro Station V8i, preferably in DGN format
 - iv. *Upon request*, a printout of the closed survey traverse of subject property boundaries

V. TO OBTAIN ADDITIONAL INFORMATION CONTACT:

Donna Curry (562) 908-4288, extension 2708 or email: dcurry@lacsdsd.org

FOR QUESTIONS REGARDING MAPPING REQUIREMENTS CONTACT:

Elizabeth Ortlip (562) 908-4288, extension 2747 or email: eortlip@lacsdsd.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	
*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.				
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

^{1/}Most recent LAFCO fee increase effective January 1, 2006.

^{2/}Most recent SBE fee increase effective December 2, 1998.

**REQUEST FOR ANNEXATION
TO
COUNTY SANITATION DISTRICT NO. _____ OF LOS ANGELES COUNTY**

The undersigned, owners of the property listed in this application, hereby request the Board of Directors to annex said property to said District, and represent that the property is:

1. Contiguous to said District, or if not contiguous, may be drained by gravity to a trunk sewer of the District.
2. Not included in whole or in part in any District formed for purposes similar to those of the District.
3. To be benefited by its inclusion in the District.

It is further understood and agreed to by the undersigned that:

- A. In the event a connection directly or indirectly to the sewerage system of said District, from sewers of the property to be annexed, is permitted prior to completion of annexation proceedings, said connection shall be considered temporary and will become permanent only upon final completion of the annexation proceedings. If for any reason the annexation to said District of the subject property served by the temporary connection is not completed, said property will be required to disconnect, unless a contract is entered into with the District providing for compensation to the District for off-site sewage disposal services for said property.
- B. In the event the annexation and proceedings are not completed by reason of any action or inaction of any of the undersigned, all costs and expenses incurred by the District in processing the annexation shall be deducted from any deposit made by the undersigned in payment of the required annexation fees.
- C. As a condition of the District's evaluation of this Request for Annexation, the undersigned Owner(s) hereby warrant, represent, and agree to defend, indemnify, and hold harmless the District, the Local Agency Formation Commission for the County of Los Angeles ("LAFCO"), and each of their agents, officers, commissioners, and employees (collectively, the "Indemnified Parties") from any claim, action, or proceedings made or threatened against any of the Indemnified Parties relating to or arising out of the District's evaluation or processing of this Request for Annexation, or relating to or arising out of LAFCO's evaluation or processing of the Application to Initiate Proceedings for Change of Organization/Reorganization (the "Application") to be submitted in connection with this Request for Annexation, including, but not limited to, any action to attack, set aside, void, annul, enjoin or compel LAFCO's approval, disapproval, evaluation, or processing of the Application. The Owners' duty of indemnification includes, but is not limited to, the Owner(s) being required to pay for any costs and reasonable attorneys' fees incurred or anticipated to be incurred by any of the Indemnified Parties in connection with any such action. The Owners' duty to defend and indemnify the District includes, but is not limited to, any claim for which the Districts may owe a duty to defend and indemnify LAFCO pursuant to the terms of the Application. At the discretion of the District, a deposit or deposit of funds by the Owner(s) may be required in an amount or amounts sufficient to cover any anticipated or incurred litigation costs.

PROPERTY IDENTIFICATION

ASSESSOR MAPBOOK NO.	PAGE	PARCEL
TRACT MAP NO.	BOOK	PAGE
TRACT MAP NO.	BOOK	PAGE
PARCEL MAP NO.	BOOK	PAGE

SIGNATURE OF OWNER

*Print or type name and title below signatures

DATE: _____

PLEASE NOTE: THESE QUESTIONS ARE ADDRESSED TO THE PROPERTY BEING ANNEXED ONLY, NOT THE CITY OR COUNTY AREA THE PROPERTY IS LOCATED IN.

I. JUSTIFICATION

A. What are the reasons for the initiation of this proposal? (Be specific): _____

II. GENERAL DESCRIPTION

A. Description of proposal location: _____

B. Major Streets and Highways: _____

C. Proposal Area — Give a detailed description of the proposal area and what it consists of (e.g. Existing commercial corridors, residential communities, existing redevelopment area, public utility right-of-way, relevant structures, etc.) _____

D. Land Area: _____ square miles _____ acres

E. General description of topography: _____

F. Describe physical boundaries (rivers, mountains, freeways, etc.) and natural boundaries of the subject territory: _____

III. SOCIAL FACTORS

A. Population (please see note at the top of this page)

1. Total population in household (within the parcel to be annexed only): _____

2. If the proposal includes development, what is the estimated population of the proposed area?

3. Number of registered voters within household: _____

PLEASE NOTE: THESE QUESTIONS ARE ADDRESSED TO THE PROPERTY BEING ANNEXED ONLY, NOT THE CITY OR COUNTY AREA THE PROPERTY IS LOCATED IN.

B. Housing

1. Number and types of existing dwelling units in the subject area: _____

IV. LAND USE

A. What is the present land use? _____

1. In the subject area: _____

2. In the surrounding area: _____

B. What are the existing zones in the subject area? _____

C. Describe any proposed change in land use and/or zoning related to this proposal: _____

D. Is the proposal consistent with city or county general plans, specific plans, and other adopted land use policies? _____

E. Does this proposal involve development of property? Yes No

(If answer is "yes", answer 1 through 4 below and supply development plan or tentative tract map.)

1. Type of development proposed: Residential Commercial Industrial

2. If commercial or industrial development is proposed, describe the project to include type of business or industry to be located on the site (include square footage). _____

3. If residential development is proposed, indicate type (single-family, apartment, etc.), number of units, and the number of dwelling units per acre: _____

4. Are there any agricultural or open-space lands within the proposal area? What is the effect of this proposal on agricultural or open-space lands? _____

PLEASE NOTE: THESE QUESTIONS ARE ADDRESSED TO THE PROPERTY BEING ANNEXED ONLY, NOT THE CITY OR COUNTY AREA THE PROPERTY IS LOCATED IN.

V. ENVIRONMENTAL DATA

A. Indicate what action, if any, has been taken pursuant to the California Environmental Quality Act:

- An Environmental Impact Report has been adopted. Submit three (3) copies each of the Draft EIR and Final EIR **on CD** including all supporting documents, along with the Notice of Determination, one **hard copy** of Draft EIR with all supporting documents, and receipt for fees paid to the Department of Fish & Game, approved by a city or County Regional Planning Commission.)
- A Negative Declaration has been adopted. (Submit seven (7) **hard copies** of the Initial Study, Final Negative Declaration, Final Mitigated Negative Declaration, Notice of Determination, and Mitigation Monitoring and Reporting Program approved by a city or County Regional Planning Commission.)
- The project is exempt pursuant to Section _____ of the State CEQA Guidelines.



INDEMNIFICATION/LEGAL DEFENSE

As a condition of the Local Agency Formation Commission for the County of Los Angeles' (LAFCO's) evaluation of the Applicant's proposal, the Applicant and, if different, the Real Party in Interest (i.e. landowner) _____ hereby warrant, represent, and agree to defend, indemnify, hold harmless LAFCO and its agents, officers, commissioners, and employees from any claim, action, or proceeding against LAFCO or its agents, officers, commissioners, and employees, relating to or arising out of LAFCO's evaluation process of the proposal, including, but not limited to, any action to attack, set aside, void, annul, enjoin, or compel LAFCO's approval, disapproval, evaluation, or processing of the proposal, which indemnification obligation includes, but is not limited to Applicant/Real Party in Interest being required to pay for any costs and reasonable attorneys' fee incurred or anticipated to be incurred by LAFCO in connection with any such action. This indemnification obligation shall not include intentional or willful misconduct on the part of LAFCO, but shall include passive and/or concurrent active negligence by LAFCO. Applicant/Real Party in Interest agree that LAFCO has the right to appoint its own counsel for its defense and conduct its own defense in the manner it deems in its best interest, and that such actions will not relieve or limit Applicant's/Real Party in Interest's obligations to indemnify and reimburse defense costs. At the discretion of the Executive Officer, a deposit or deposits of funds by the Applicant may be required in an amount or amounts sufficient to cover any anticipated or incurred litigation costs.



PROPOSAL CERTIFICATION

By my signature below, I hereby certify my understanding that:

- I/We are authorized to make these certifications and file this proposal with LAFCO on behalf of our city, special district, corporation, landowner, and/or other party filing said proposal, and I/we will provide written evidence of same to LAFCO upon request.
- It is the responsibility of the Applicant to substantiate this proposal.
- There is no guarantee, expressed or implied, that any proposal will be approved by LAFCO.
- Each matter must be carefully evaluated by LAFCO staff.
- LAFCO staff's recommendation may change during the course of the review based on the information presented.
- A public hearing may be required, the proposal may be subject to a "protest" process, and the proposal may be subject to an election.
- The environmental review (pursuant to the California Environmental Quality Act) associated with the submittal of this application is preliminary, and after further evaluation, additional information, reports, studies, applications, and/or fees may be required.
- The required map and geographic description must conform to the "Instructions of Completing Maps and Geographic Descriptions," to the satisfaction of the Executive Officer.
- If my proposal is denied, I am/we are not entitled to any refund of fees paid.
- Submitting inaccurate or incomplete information may result in delays or denial of my proposal.
- The information I have provided in this proposal, including all attachments and supplemental information, is accurate and correct to the best of my knowledge, subject to penalty of perjury.
- This proposal will not be scheduled for consideration by the Commission (LAFCO) until all required documents are provided, to the satisfaction of the Executive Officer.
- I/We have reviewed and agree to the Indemnification/Legal Defense terms, above.

I/We have read and understand the foregoing, and agree to the submittal of this proposal.

APPLICANT

REAL PARTY IN INTEREST

-----SEE ATTACHED-----

Signature/Date

Signature/Date

Grace Robinson Hyde
Chief Engineer and General Manager
Name of Applicant

Print Name of Real Party in Interest

N/A

Name & Position of Person Signing
(if different from Applicant)

Name & Position of Person Signing
(if different from Real Party in Interest)

(SIGNED IN COUNTERPART)

LOCAL AGENCY FORMATION COMMISSION

PARTY DISCLOSURE FORM

Information Sheet

PURSUANT TO GOVERNMENT CODE SECTION 84308, this form must be completed by applicants or, persons who are the subject of any applicant proceeding pending before the Local Agency Formation Commission.

IMPORTANCE NOTICE

1. If you are an applicant for, or the subject of any application or proceeding pending before the Local Agency Formation Commission, you are prohibited from making a campaign contribution of greater than \$250 to any commissioner, his or her alternate, or any candidate for such position. This prohibition ends three (3) months after a final decision is rendered by the Local Agency Formation Commission. In addition, no commissioner, alternate, or candidate may solicit or accept a campaign contribution of more than \$250 from you during this period.

These prohibitions also apply to your agents and/or lobbyists. If you are a closely held corporation, this prohibition applies to your majority shareholder as well.

2. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed more than \$250 to any commissioner, his or her alternate, or any candidate for the position during the twelve (12) month period preceding the filing of the application or the initiation of the proceeding.
3. If you or your agent have made a contribution to any commissioner, alternate, or candidate during the twelve (12) months preceding the decision on the application or proceeding, that commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the commissioner, alternate, or candidate returns the campaign contribution within thirty (30) days of learning about both the contribution and the proceedings.

This form must be completed and filed with your application.

Los Angeles County
LOCAL AGENCY FORMATION COMMISSION

PARTY DISCLOSURE FORM

Definition of Terms

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements of land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit, or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents".
3. To determine whether a campaign contribution of greater than \$250 has been made by you, campaign contributions made by you within the preceding twelve (12) months must be aggregated with those made by your agent within the preceding twelve (12) months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirement of Government code Section 84308 of the Political Reform Act and two (2) California Administrative code Section 13438-18438.8.

For more information, contact the Fair Political Practices commission, 428 J Street, Suite 800, Sacramento, California, 95814, 916/322-5901.

LOCAL AGENCY FORMATION COMMISSION

PARTY DISCLOSURE FORM

DESIGNATED TITLE OF PROPOSAL: _____

PARTY'S NAME: _____

CHECK THE APPROPRIATE RESPONSE AND COMPLETE AND SIGN THIS FORM. RETURN IT WITH THE LAFCO APPLICATION. PLEASE USE ONE FORM PER RESPONDENT.

_____ I have not made a contribution greater than \$250 to any member of the Los Angeles County Local Agency Formation Commission (LAFCO) listed below within twelve (12) months of the LAFCO filing date of _____.

_____ I have made the following contribution(s) greater than \$250 to the following member(s) of LAFCO within twelve (12) months of the LAFCO filing date of _____.

NAME OF MEMBER	DATE OF CONTRIBUTION	AMOUNT

Commissioner

Jerry Gladbach, Chair
Richard H. Close
Donald L. Dear
Margaret Finlay
Tom La Bonge
Gloria Molina
Henri F. Pellissier
David Spence
Zev Yaroslavsky
Lori Brogin
Joseph T. Ruzicka
Don Knabe
Paul Krekorian
Gerard McCallum
Judith Mitchell

Representing

Castaic Lake Water Agency
General Public-San Fernando Valley
West Basin Municipal Water District
City of Duarte
City of Los Angeles
First Supervisorial District
General Public at large
City of La Cañada Flintridge
Third Supervisorial District
San Fernando Valley, Alternate
Water Replenishment District of Southern California, Alternate
Fourth Supervisorial District, Alternate
City of Los Angeles, Alternate
General Public at large, Alternate
City of Rolling Hills Estates, Alternate

Signature: _____ Date: _____

THIS FORM MUST BE COMPLETE AND FILED WITH YOUR APPLICATION

LAFCO CONSENT LETTER

Date: _____

Mr. Paul A. Novak, AICP
Executive Officer
Local Agency Formation Commission for the County of Los Angeles
80 South Lake Avenue
Suite 870
Pasadena, CA 91101

Subject: Landowner's Consent to Proposed Annexation No. _____ to County Sanitation District No. _____ of Los Angeles County and Consent to a Waiver of Notice and Hearing on the Proposal, and a Waiver of Protest on the Proposal Pursuant to Government Code Section 56662(a)

Dear Mr. Novak:

I am the owner of property located at _____.
The Assessor's Parcel Number(s) for this property is/are _____.
This property is within the affected territory for the Proposal.

Pursuant to Government Code Section 56662(a)(3)(B), I hereby give my written consent to the Proposal for the purpose of enabling the Local Agency Formation Commission for the County of Los Angeles ("Commission") to make determinations on the Proposal without notice and hearing, and to waive protest proceedings on the Proposal, in accordance with Government Code Section 56662(a).

This consent does not preclude the submission of a petition accompanying the Proposal that is signed by all of the owners of land within the affected territory in accordance with Government Code Section 56662(a)(3)(A). It also does not preclude the submittal of a valid written consent in another form if the required information is included.

Sincerely,

Signature of Owner

* Print or type name and title below signature

Section 56662 of the Government Code

(a) If a proposal for an annexation, a detachment, or a reorganization consisting solely of annexations or detachments, or both, or formation of a county service area meets all of the following criteria, the commission may make determinations upon the proposal without notice and hearing and may waive protest proceedings entirely pursuant to Part 4 (commencing with Section 57000):

- (1) The territory is uninhabited.
- (2) An affected local agency has not submitted a written demand for notice and hearing during the 10-day period as described in subdivision (c).
- (3) The proposal meets either of the following criteria:
 - (A) The petition accompanying the proposal is signed by all of the owners of land within the affected territory.
 - (B) The proposal is accompanied by proof, satisfactory to the commission, that all the owners of land within the affected territory have given their written consent to the proposal.

If you should have any questions or require further assistance regarding this LAFCO Consent Letter, please contact Paul A. Novak at (626) 204-6500.

