



REQUEST FOR ANNEXATION INFORMATION AND INSTRUCTIONS

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

- a. The property is contiguous to a 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 LAFCO 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 the District’s quotation letter. Cash will not be accepted.

HOW MUCH DO I HAVE TO PAY?

The annexation fee consists of three processing fees. A link to the **Annexation Processing Fees** is provided on the District’s Annexation Program webpage at <https://www.lacsd.org/services/wastewater-programs-permits/annexation-program>. The District, as the lead agency for the annexation, will collect the total processing fees at the time of the annexation application. The three processing fees are for: 1) the District, 2) LAFCO, and 3) the State Board of Equalization (SBE). The processing fees are subject to change without notice. If the fees increase before your application is processed by the District for submittal to these agencies, you will be notified, and the additional fees 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(s), including legal description(s) or a recorded tract/parcel map, for the property to be annexed.
- h. **California Environmental Quality Act (CEQA):** All applications are subject to CEQA. **If you are applying to annex a single-family home on a septic system, you are exempt and the CEQA Notice of Finding will be prepared by the District.** As required by LAFCO, all other applicants must provide an electronic (.pdf) version of the Initial Study, the Final Negative Declaration or Final Mitigated Negative Declaration, the Notice of Determination, and the Mitigation Monitoring and Reporting Program approved by a City or the County, and receipt for fees paid to the California Department of Fish and Wildlife OR an electronic (.pdf) version of the Draft Environmental Impact Report (DEIR), the Final Environmental Impact Report (FEIR), the Notice of Determination, and the Mitigation Monitoring and Reporting Program approved by a City or the County, and receipt for fees paid to the California Department of Fish and Wildlife.
- i. **Radius Map and Corresponding Mailing Labels for LAFCO:** All applications for annexation that involve construction of more than 10 residential units or more than 10,000 square feet of commercial/industrial space are required to submit a map showing a 300-foot radius along the exterior boundary of the property to be annexed and to identify each parcel of land lying entirely or partially within the 300-foot radius. The identification must include a list of the County Assessor's parcel number, name, and address of each landowner. A set of mailing labels for the parcels that are within the 300-foot radius must also be provided.

Please note: The annexation fees and application will not be accepted until **all** 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 by the District* – 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 by the District* – a printout of the closed survey traverse of subject property boundaries.

V. SEWERAGE SYSTEM CONNECTION FEE

All applicants must contact the District's Connection Fee Counter at (562) 908-4288, extension 2727 or connectionfee@lacsdsd.org to ensure the required fee has been paid prior to connecting to the sewer system.

VI. INITIATION OF ANNEXATION PROCESS

To initiate the annexation process, please contact Shirly Wang, the District's Annexation Desk Coordinator, at (562) 908-4288, extension 2708 or shirlywang@lacsdsd.org.