



**PROJECT APPLICATION FORM**  
**of the**  
**ORANGE COUNTY LOCAL AGENCY FORMATION**  
**COMMISSION**

**Orange County Local Agency Formation Commission**  
12 Civic Center Plaza, Room 235  
Santa Ana, CA 92701  
**TEL (714) 834-2556**  
**FAX (714) 834-2643**

This form is to be used for applying to the Orange County Local Agency Formation Commission for a city or district annexation, reorganization, detachment, or a sphere of influence amendment. To facilitate your preparation of the required materials, a pre-application meeting with LAFCO staff is encouraged. The meeting can be used to address applicant questions, Commission polices, timing, boundaries, and other application issues. LAFCO staff looks forward to assisting you with your project.

*Please fill out this application completely. If a question does not apply to your proposal, indicate "N/A". Orange County LAFCO is a "paperless" office. It is important that you list all email addresses where indicated on the application. Correspondence, staff reports, resolutions and other LAFCO forms and mailings, whenever possible, will be distributed electronically.*

**APPLICATION FOR:** (check all that apply)

- Annexation to: \_\_\_\_\_
- Detachment from: \_\_\_\_\_
- Reorganization (2 or more changes of organization) of: \_\_\_\_\_
- Other (explain): \_\_\_\_\_
- \*Sphere of Influence Amendment for: \_\_\_\_\_

*\*If requesting a sphere of influence amendment, please answer the following three questions:*

1. Why is a sphere of influence amendment needed? \_\_\_\_\_
2. How would a sphere of influence affect the present and future need for services in the project area? \_\_\_\_\_
3. How would a sphere of influence amendment impact social and economic communities of interest in the project area? \_\_\_\_\_

**GENERAL DESCRIPTION OF PROPOSAL:**

*What changes of organization are included? What agencies are involved? Etc.*

\_\_\_\_\_

*The information contained in this application may be subject to disclosure under the California Public Records Act (Government Code §6250 et seq).*

**STATEMENT OF JUSTIFICATION:**

*Explain the purpose of each request or change of organization. Explain how the proposal provides more logical boundaries or improves the provision of service.*

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**WHO INITIATED THIS PROPOSAL? Please select one from the drop-down list:**

City Council

*Applications can be initiated by either: (1) a petition signed by five percent of the affected landowners or five percent of the affected registered voters from the annexing area, or(2) a resolution by the legislative body of an affected city, county or special district.*

The following is attached to this application form:

- Resolution (*please attach*)
- Landowner Petition (*please attach*)
- Registered Voter Petition (*please attach*)

**LOCATION AND ADDRESS OF PARCEL(S):**

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**LIST OF ASSESSOR PARCEL NUMBERS:** (Available from the Orange County Assessor)

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**MAP AND LEGAL DESCRIPTION:**

*A map and legal description of the proposal, even if prepared by a private engineering firm, must be submitted directly to the Orange County Surveyor for review and final approval. An application can be filed with LAFCO without a map and legal, but a proposal cannot be scheduled for LAFCO hearing prior to receipt of a County Surveyor-approved map and legal description. You may contact the County Surveyor at the Resources and Development Management Department, Geomatics/Land Information Systems Division, at (714) 834-4378.*

*Additionally, the map and legal description must meet the State Board of Equalization's requirements. The BOE's "Change of Jurisdictional Boundary" requirements are available for download at <http://www.boe.ca.gov/proptaxes/sprdcont.htm>. Please note, the BOE requires an additional vicinity map that shows the project area in relation to a larger geographic area.*

A map and legal description has been:

- Certified by the County Surveyor and is attached to this application.
- Submitted for review to the County Surveyor.
- Other (*please explain*)

**APPLICANT’S REPRESENTATIVE (if any):**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**PROPERTY OWNER(S):**

*If more than two property owners for proposal area, please provide the name, address and contact information, on a separate page.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

**SUBJECT AGENCIES THAT WILL GAIN OR LOSE TERRITORY:**

*A “subject agency” means each city or district for which a change of organization or reorganization is proposed. If more than three subject agencies, please provide the names and information on a separate page.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**AFFECTED AGENCIES IN PROPOSAL AREA:**

*An affected agency is a city or district with overlapping boundaries or spheres of influence. If more than three affected agencies, please provide the names and information on a separate page.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**INTERESTED AGENCIES:**

*Interested agencies are cities or districts which provide the same facilities or services in the proposal area that a subject agency will provide. If more than two interested agencies, please provide name and information on a separate page.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**PERSONS REQUESTED TO BE NOTIFIED:**

*If more than two names, please provide the names and information on a separate page.*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ email: \_\_\_\_\_

**REGISTERED VOTER/PROPERTY OWNER MAILING LIST:**

*Government Code Section 56661 requires that landowners within the proposal area, and registered voters both within the proposal area and within 300 feet of the exterior boundary of*

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*the property, be notified of a LAFCO hearing at least 21 days in advance of the hearing that includes a proposed reorganization. Orange LAFCO policy requires the applicant to provide mailing labels, envelopes and appropriate postage as part of the application submittal.*

The following notification information has been provided (*check all that apply*):

- Address labels affixed to mailing envelopes with appropriate postage for registered voters/property owners within proposal area and within 300 feet of exterior boundary
- Applicant requests that LAFCO produce registered voter/property owner notification  
NOTE: Applicant will be charged for all associated costs.
- Application does not require registered voter/property owner notification  
Explanation: \_\_\_\_\_

**SCHOOL DISTRICTS:**

*Please list school district(s) affected by the proposal.*

**School District:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **email:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**School District:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **email:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**QUESTIONNAIRE:**

*Please respond to **all** items in the following questionnaire. Indicate N/A when a question does not apply. Any additional information pertinent to the application should be included with the application at the time of submittal.*

**I. LANDOWNER CONSENT**

Have all property owners involved with the proposal given their written consent?

- YES** (*If yes, please complete Property Owner Consent form, Attachment 1.*)
- NO** (*If no, please provide the name, address, and Assessor's Parcel Numbers of those property owners not consenting.*)

**II. LAND USE**

**Acreage of Proposal:** \_\_\_\_\_ acres

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**Site Information:**

	LAND USE	PREZONING OR ZONING DESIGNATION	GENERAL PLAN DESIGNATION
<b>CURRENT:</b>		County: City:	County: City:
<b>PROPOSED:</b>		County: City:	County: City:

**Surrounding Land Uses:**

	LAND USE	ZONING DESIGNATION	GENERAL PLAN DESIGNATION
<b>NORTH:</b>		County: City:	County: City:
<b>SOUTH:</b>		County: City:	County: City:
<b>EAST:</b>		County: City:	County: City:
<b>WEST:</b>		County: City:	County: City:

A. The proposal area is entirely or partially within the sphere of influence of all of the following:

**CITY:** \_\_\_\_\_

**SPECIAL DISTRICTS:** \_\_\_\_\_

B. Describe any land use entitlements or permits approved or pending for the proposal area:

\_\_\_\_\_

C. Describe any public easements/oil well operations/major highways/watercourses/topographical features:

\_\_\_\_\_

D. Number of acres considered Prime Agricultural Land\*: \_\_\_\_\_ acres

*\*As defined by the Soil Conservation Services (i.e., being prime, unique, or of statewide importance) **AND** by Government Code Section 51201(c) and 56064.*

E. Number of acres considered Agricultural Lands\*: \_\_\_\_\_ acres

*\*As defined by Government Code Section 56016*

**III. DEMOGRAPHICS**

A. Number/Type of Dwelling Units within the proposal area:

Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

B. Is the proposal area considered “inhabited” (i.e. do more than 12 registered voters reside on the territory/property)?

YES       NO

\_\_\_\_\_

**IV. FACTORS FOR COMMISSION CONSIDERATION**

**There are 15 factors that are required by State Law to be considered by LAFCO in the review of a proposal (Government Code §56668). With respect to factors listed below, please provide any project-specific information (not already addressed in your application) that may be helpful in the Commission’s review of your project. You may attach additional pages to this application if you need additional space.**

- Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent incorporated areas, during the next 10 years.
- Need for organized community services; the present cost and adequacy of governmental services and controls in the area; probably future needs of those services and controls in the area; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas. “Services,” as used in this subdivision, refers to governmental services whether or not the services are services which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.
- The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.
- The conformity of both the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies and priorities set forth in Section 56377.

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- The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.
- The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.
- Consistency with city or county general and specific plans.
- The sphere of influence of any local agency which may be applicable to the proposal being reviewed.
- The comments of any affected local agency or other public agency.
- The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.
- Timely availability of water supplies adequate for projected needs as specified in Section 65352.5.
- The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.
- Any information or comments from the landowner or owners.
- Any information relating to existing land use designations.
- The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.

**V. PLAN FOR PROVIDING SERVICES**

***Describe the services that are provided or are to be provided to subject property:***

Service	Current Service Provider	Proposed Service Provider	Describe Level/Range of Service of Proposed Service Provider	Approximate Date Service will be Available	Method to Finance
<b>Water</b>					

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<b>Sewer</b>					
<b>Police</b>					
<b>Fire</b>					
<b>Public Works</b>					
<b>Parks &amp; Recreation</b>					
<b>Other Services (list)</b>					

What effect will this proposal have on the type or level of services both within and outside the proposal area?

**VI. SPECIAL REVENUES**

A. Do agencies whose boundaries are being changed have existing bonded debt?

YES       NO

If yes, please describe: \_\_\_\_\_

B. Will the territory be subject to any new or additional special taxes, benefit charges, or fees?

YES       NO

If yes, please describe: \_\_\_\_\_

C. Is the city/district requesting an exchange of property tax revenues as the result of this proposal?

YES       NO

If yes, is a master property tax exchange agreement applicable to this jurisdictional change?  YES       NO

**VII. ENVIRONMENTAL ANALYSIS**

A. Who is the "lead agency" for this proposal? \_\_\_\_\_

B. What type of environmental document has been prepared?

None – Categorically Exempt – Class: \_\_\_\_\_

Environmental Impact Report (*If an EIR has been prepared, attach the lead agency's resolution listing significant impacts anticipated from the project, mitigation measures adopted to reduce or avoid significant impacts, and a Statement of Overriding Considerations, if adopted.*)

Negative Declaration (*please attach*)

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- Mitigated Negative Declaration (*please attach*)
- Subsequent Use of Previous EIR: \_\_\_\_\_

**VIII. FINAL COMMENTS**

A. Describe any terms and/or conditions that should be included in LAFCO’s resolution of approval.

\_\_\_\_\_

B. Provide any other comments or justifications regarding this proposal.

\_\_\_\_\_

C. Note any changes in the approved project that are not reflected in these materials. Attach any pertinent staff reports and supporting documentation related to this proposal.

\_\_\_\_\_

The following supplemental documentation is attached: \_\_\_\_\_

**XI. DISCLOSURE OF POLITICAL EXPENDITURES**

Orange County LAFCO requires applicants to report all expenditures for political purposes related to an application and proceedings to be reported to the Commission’s Executive Officer in compliance with Government Code Sections 56700.1 and 57009. The following is attached to this application form:

- Financial reports and disclosures (*please attach*)

**XII. CERTIFICATION**

I certify, under penalty of perjury by the laws of the State of California, that the information contained in this application is true and correct. I acknowledge and agree that the Orange County Local Agency Formation Commission is relying on the accuracy of the information provided and my representations in order to process this application proposal.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**ATTACHMENT 1**

***Property Owner Consent Form***

(All legal owners must sign a consent form or submit a letter of signed consent.)

I, \_\_\_\_\_, consent to the annexation/reorganization of my property located at \_\_\_\_\_ (or Assessor Parcel Numbers \_\_\_\_\_) to the \_\_\_\_\_ [agency(ies)].

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**ATTACHMENT 2**

***Indemnification Agreement***

As part of this application, applicant and real party in interest, if different, agree to defend, indemnify, hold harmless, and lease the Orange County Local Agency Formation Commission, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the Orange County Local Agency Formation Commission, its agents, officers, attorneys, or employees.

Executed at \_\_\_\_\_, California on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

**APPLICANT**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**REAL PARTY IN INTEREST  
(if different from Applicant)**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_