



**FILING REQUIREMENTS FOR APPLICATION SUBMITTALS**

REQUIREMENT	Annexation/ Detachment/ Reorganization	Sphere of Influence Amendment/ Update	Annexation/ Detachment/ Reorganization AND Sphere of Influence Amendment/ Update
<input type="checkbox"/> <b>LAFCO Application</b> (revised 7/1/03) (One <i>signed</i> original and 7 copies) <b>Includes:</b> <b>Proposal Questionnaire</b> <b>Indemnity Agreement</b> <b>Agreement for Payment of LAFCO fees</b>	Required	Required	Required
<input type="checkbox"/> <b>Sphere of Influence Supplemental Application</b> (One signed original and 7 copies)	N/A	Required	Required
<input type="checkbox"/> <b>Agency Documents</b> <ol style="list-style-type: none"> <li>1. All resolutions of the City Council or District Board initiating LAFCO proceedings. (<i>Please contact LAFCO Office for application requirements for proposals initiated by Petition.</i>)</li> <li>2. Any resolutions, ordinances and staff reports for discretionary approvals for proposed projects in the proposal area, including all references, attachments, and exhibits.</li> <li>3. Minutes relating to resolution hearings by the City Council or District Board. Including, minutes for any related discretionary approvals.</li> <li>4. Studies relating to proposal: i.e. Biological/Geological/Traffic, etc.</li> <li>5. Other explanatory information that will assist LAFCO staff in analyzing the proposal and preparing a report and recommendation.</li> </ol>	Required	<b>Required</b> Only a written request to amend the Sphere of Influence is required (G.C. § 56428 (a))	<b>Required</b> Only a written request to amend the Sphere of Influence is required (G.C. § 56428 (a))
<input type="checkbox"/> <b>Compliance with Govt. Code Section 56663(c)(2) and 56663(d)(2):</b> Documentation from each agency that will gain or lose territory stating that the affected agency(ies) consent(s) to a waiver of protest proceedings for the proposal.	Advised	N/A	Advised
<input type="checkbox"/> <b>For Sphere of Influence <u>Updates</u> Only Compliance with GC Section 56425(b) (Cities Only):</b> Cities shall submit a letter as proof of compliance with Govt. Code Section 56425(b). The letter shall include the date in which city representatives met with county representatives to discuss the proposed sphere of influence update, the general discussion of the meeting, and notification of any agreements that were made between the city and the county.	N/A	<b>Required</b> <b>(Update Only)</b>	<b>Required</b> <b>(Update Only)</b>

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<b>MAPS AND DESCRIPTIONS</b>			
<input type="checkbox"/> <b>Map</b> (1 original and 7 copies)	Required	Required	Required
<input type="checkbox"/> <b>Legal Description</b> (1 original and 7 copies)	Required	Required only when Sphere of Influence proposal does not follow legal parcel boundaries	Required
<input type="checkbox"/> <b>Vicinity Map, 8½ X 11</b>  Vicinity Map should show the proposal site and relationship to the nearest major highway or roadway.	Required	Required	Required
<input type="checkbox"/> <b>Assessor's Parcel Maps</b> a) Current Assessor Parcel Map of Affected territory b) Current Assessor Parcel Map(s) showing properties within a 300-foot radius of affected territory.	Required	Required	Required
<b>FEEES</b>			
<input type="checkbox"/> <b>LAFCO Filing Fee</b>	Required, Submit with application	Required, Submit with application	Required, Submit with application
<input type="checkbox"/> <b>County of Ventura Surveyor's Map Check Fee</b>	Required, Submit with application	Required only when Sphere of Influence proposal does not follow legal parcel boundaries	Required, Submit with application
<input type="checkbox"/> <b>County of Ventura Assessor's Fee</b>	Required, Submit with application	Required, Submit with application	Required, Submit with application

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<b>ENVIRONMENTAL DOCUMENTS</b>			
<input type="checkbox"/> <p><b><u>CEQA Documents: Filing and Fees:</u></b></p> <p><u>Final EIRs and MNDs:</u></p> <ol style="list-style-type: none"> <li>Six paper copies and 10 copies on digital media (CD) prior to submitting the completed LAFCO application, if possible</li> <li>One <b><u>CA Department of Fish and Game</u></b> Form with proof of filing with the County Recorder</li> <li>Proof of all fees paid to the County Recorder</li> </ol> <p><u>NDs, NOEs and De Minimis Impact Finding</u></p> <ol style="list-style-type: none"> <li>One copy with the completed LAFCO application</li> <li>One <b><u>CA Department of Fish and Game</u></b> Form with proof of all filings with the County Recorder</li> <li>Proof of all fees paid to the County Recorder.</li> </ol>	<b>Required</b>	<b>Required</b>	<b>Required</b>