



Ventura
Local Agency Formation Commission

800 S. Victoria Avenue. • Ventura, CA 93009-1850
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Application
CITY
CHANGE OF ORGANIZATION

Please complete the application *in its entirety*. All questions within the sections pertinent to the proposal must be answered.

APPLICANT:

City of _____
Mailing address: _____
Staff contact: _____
Title: _____
Phone: _____
Fax: _____
E-mail: _____

For LAFCo Use Only

File# _____

SECTION 1: CONTACT INFORMATION

1. Applicant's representative (if applicable):

Name: _____ Company: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail: _____

2. Other interested parties to receive notices, agendas, staff reports:

Name: _____ Company: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail: _____

Name: _____ Company: _____
Mailing address: _____
Phone: _____ Fax: _____
E-mail: _____

SECTION 2: PROPOSAL INFORMATION

3. **Description of proposal:** _____

4. **General location of proposal area:** _____

5. **Parcel/Owner information.** Please provide the following information for each parcel. Attach additional sheets, as necessary. **If there are multiple addresses on a parcel (i.e. multi-family residences) all addresses must be included for LAFCo to process the request.**

- Assessor parcel number: _____
Site address, if applicable: _____
Other addresses, if applicable: _____

Owner: _____
Owner mailing address: _____

Phone: _____ E-mail: _____

- Assessor parcel number: _____
Site address, if applicable: _____
Other addresses, if applicable: _____

Owner: _____
Owner mailing address: _____

Phone: _____ E-mail: _____

(Parcel/Owner Information Continued)

- Assessor parcel number: _____
Site address, if applicable: _____
Other addresses, if applicable: _____

Owner: _____

Owner mailing address: _____

Phone: _____ E-mail: _____

- Assessor parcel number: _____
Site address, if applicable: _____
Other addresses, if applicable: _____

Owner: _____

Owner mailing address: _____

Phone: _____ E-mail: _____

- Assessor parcel number: _____
Site address, if applicable: _____
Other addresses, if applicable: _____

Owner: _____

Owner mailing address: _____

Phone: _____ E-mail: _____

6. Have all landowners provided written consent for the proposal? Yes No

Please attach all consent letters.

7. Is the proposal area within the city's sphere of Influence?

Yes

No - Please complete a sphere of influence amendment application.

SECTION 3: AFFECTED AGENCIES

8. Does the proposal include:

- a. Detachment from County Resource Conservation District? Unknown Yes No
- b. Detachment from a County Service Area? Unknown Yes No
- c. Detachment from the County Fire Protection District? Unknown Yes No
- d. Detachment from any other agency or district? Unknown Yes No

(i) **If yes**, please identify:

- _____
- _____

- e. Annexation to any other agency or district? Unknown Yes No

(i) **If yes**, please identify:

- _____
- _____

SECTION 4: LAND USE

9. What is the size of the proposal area? _____ acres or _____ square feet

10. General plan/zoning. Please complete the following table. For proposals involving more than five parcels, attach a similarly formatted table with the following information for each parcel.

Assessor Parcel Number	County General Plan Designation	City General Plan Designation	County Zone Designation	City Prezone Designation

11. Existing land use. Please complete the following table. For proposals involving more than five parcels, attach a similarly formatted table with the following information for each parcel.

Assessor Parcel Number	Existing Land Use	Number & Type of Dwelling Units, if applicable	Number & Type of Non-Residential Buildings

12. Surrounding land uses. Please complete the following table.

	Jurisdiction	Existing Land Use	General Plan	Zoning
North				
South				
East				
West				

13. Reason for Proposal.

To accommodate new development – Complete 13.a.

Other - Complete 13.b.

a. Describe the development: _____

(i) Number/type of units: _____

(ii) Commercial/industrial square footage: _____

(iii) Estimated number of residents and/or employees: _____

(iv) Have all entitlements for the development been approved?

Yes - Indicate the file numbers and approval dates in the following table and attach copies of all resolutions and/or ordinances approving all entitlements

No – Skip to Question 14

Entitlement	File Number	Approval Date
General Plan Amendment		
Specific Plan		
Prezone		
Tentative Tract Map		
Tentative Parcel Map		
Use Permit (or equivalent)		
Development Agreement		
Other: _____		

b. For proposals other than those to accommodate new development, explain the reason for the change of organization: _____

14. Is any new, but not yet approved, development within the proposal area contemplated within the next two years?

Yes - Explain: _____

No

15. Is the proposal area outside of a City Urban Restriction Boundary or within a Hillside Voter Participation Area?

Yes

(i) Is the proposal or associated development project subject to a public vote? **Yes** **No**

No

16. Are all the lots within the proposal area legal pursuant to the California Subdivision Map Act?

- Yes**
- No – Which?** _____
- Unknown**

17. Is any part of the site within a FEMA-designated floodplain or floodway?

- Yes** - Describe the area and acreage: _____

- No**

18. Describe any public easements, oil/water well operations, cellular site leases, etc. that currently exist within the proposal area: _____

19. Describe the topography of the proposal area: _____

20. Describe the physical features of the proposal area, including private roads, streams, drainage courses, vegetation, etc: _____

SECTION 5: SERVICE PROVIDERS

21. Fire/Emergency Service

a. If approved, fire and emergency services will be provided by:

- City fire department
- County Fire Protection District

b. Location of the nearest fire station: _____

c. Distance of nearest fire station from the proposal area: _____

d. What is the overall response time goal for fire/emergency service calls?

Priority calls: _____ minutes Non-priority calls: _____ minutes

24. Police Services

- a. Police and law enforcement services will be provided by:
 - City police department
 - County Sheriff's Department under contract with the city
- b. Location of nearest police station: _____
- c. What is the city's response time goal for police service calls?
Priority calls: _____ minutes Non-priority calls: _____ minutes
- d. What is the city's current average response time for police service calls?
Priority calls: _____ minutes Non-priority calls: _____ minutes
- e. What is the city's estimated response time for service calls to the proposal area?
Priority calls: _____ minutes Non-priority calls: _____ minutes
- f. How will service be financed? _____

25. Schools

- a. List all the school districts in the proposal area: _____

- b. How many students will the proposal generate?
Elementary: _____ Middle School: _____ High school: _____
- c. Will the proposal require the construction of any new schools?
 - Yes - Explain: _____
 - No
- d. Which public schools will serve the proposal area?
 - Elementary: _____
Current student capacity: _____ Current enrollment: _____
 - Middle: _____
Current student capacity: _____ Current enrollment: _____
 - High: _____
Current student capacity: _____ Current enrollment: _____

26. Sewer Service

- a. Will the city provide sewer service?
 - Yes
 - No – Service will be provided by: _____
 - (i) Has this provider issued a letter of service availability for the proposal?
 - Yes - Attach letter of availability
 - No

b. What is the city's or service provider's current wastewater treatment capacity (expressed in million gallons per day (mgd) and equivalent dwelling units (edu)?

_____ mgd _____ edu

c. What is the average volume of influent currently being treated?

_____ mgd _____ edu

d. What is the peak flow volume? _____ mgd

e. What is the peak flow capacity? _____ mgd

f. Has peak flow capacity been exceeded within the past two years?

Yes - Describe the frequency and volume of incidents that exceeded the agency's peak capacity: _____

No

g. How many future equivalent dwelling units have been reserved or committed for proposed projects and projects that have been approved, but not built? _____

h. Can all projects that have received commitments of sewer availability (e.g., "will serve letters") be accommodated with:

(i) Current capacity? Yes No

(ii) Planned capacity? Yes No

i. Does the city or service provider have treatment capacity to serve this proposal?

Yes - Please identify:

(i) Estimated proposal demand _____ mgd _____ edu

(ii) Estimated available capacity _____ mgd _____ edu

No - Please describe the agency's plans to upgrade capacity to resolve any capacity related issues: _____

j. What is the distance of the proposal area to the closest mainline? _____ feet

k. Will the proposal require the extension of a mainline?

Yes - What distance? _____

No

l. What is the distance of the proposal area to the closest trunkline? _____ feet

m. Will the proposal require the extension of a trunkline?

Yes - What distance? _____

No

n. At what location will the project connect to the existing sewer system? _____

o. How will infrastructure improvements **and** on-going service be financed? _____

27. Solid waste collection and disposal

a. How will solid waste collection/disposal services be provided?

City will provide service

Private service provider under contract with city

Other: Explain: _____

b. How will service be financed? _____

28. Storm drainage

a. Will the proposal area connect to the city's storm drainage system?

Yes

No - How will storm drainage be provided? _____

b. Will the proposal necessitate an extension to the drainage system? Yes No

c. Does the system currently have the capacity to serve the proposal?

Yes

No - How will the system serve the proposal area? _____

d. How will improvements **and** on-going service be financed? _____

29. Street lighting and landscaping

a. Will the city provide streetlight services to the proposal area?

Yes - Explain: _____

No - Which agency/entity will? _____

b. Will the city provide landscaping services to the proposal area?

Yes - Explain: _____

No - Which agency/entity will? _____

c. Will the proposal area be subject to a special assessment for either of these services?

Yes - Explain: _____

No - How will service be financed? _____

30. Street maintenance

a. How will street improvements and on-going street maintenance be financed? _____

b. How often will the city provide street sweeping to the proposal area? _____

c. How will street sweeping be financed? _____

31. Water Service:

a. Will the city provide water service?

Yes - Skip to 31.b.

No - Service will be provided by: _____

(i) Has this provider issued a letter of service availability for the proposal?

Yes - Attach letter of availability

No

b. Is the proposal are considered in the city's or service provider's latest Urban Water Management Plan (UWMP)?

Yes

(i) Does the UWMP reflect the approved land use on the site? Yes No

No

c. What is the city's or provider's current total water supply (acre feet per year)? _____ AFY

d. What is the city's or provider's current water usage? _____ AFY

e. How many AFY have been reserved or committed for proposed projects and/or projects that have been approved, but not built? _____ AFY

f. Is the city's or provider's long-term water supply adequate to serve the proposal area?

Yes - Please specify the proposal's estimated water demand and the city's available supply.

(i) Estimated proposal demand: _____ AFY

(ii) Estimated available supply: _____ AFY

No - Please describe the city's plans to increase water supply. _____

g. What is the distance of the proposal area to the closest mainline? _____ feet

h. Will the proposal require an extension of a mainline?

Yes - What distance? _____

No

i. At what location will the project connect to the existing water system? _____

j. How will infrastructure improvements **and** on-going service be financed? (e.g. general property tax, assessment district, landowner/developer, user fees, etc.) _____

SECTION 6: AGRICULTURE AND OPEN SPACE

32. For all or any portion of the proposal area or any adjoining land:

a. Does it qualify for a Class I or Class II rating in the USDA Natural Resources Conservation Service land use capability classification system regardless of whether or not it is irrigated as long as irrigation is feasible? Yes No

b. Does it qualify for a Storie Index Rating between 80 and 100? Yes No

c. Does it support livestock used for the production of food and fiber and that has an annual carrying capacity of at least one animal per acre as defined by the latest USDA National Range and Pasture Handbook? Yes No

d. Is it planted with fruit trees, nut-bearing trees, vines, bushes, or crops with a non-bearing period of less than 5 years and that returns at least \$400 per acre on an annual basis? Yes No

e. Has it produced unprocessed plant products with an annual gross value of at least \$400 per acre for 3 of the last 5 calendar years? Yes No

NOTE: If the answer is "yes" to any one of 32a-e, see LAFCo Commissioner's Handbook Sections 2.1.2.1, 3.1.5.2, and 3.1.5.3 for additional information that must be submitted before the application will be considered complete for the purposes of filing.

33. Is any portion of the site under a Land Conservation Act contract?

Yes - Attach a copy of the contract to the application and complete a-e.

a. Contract number: _____

b. Type of contract: 10 year 20 year

c. Date of contract execution: _____

d. Date of contract expiration notice of non-renewal, or tentative cancellation (if applicable):

e. Did the city file a protest of the contract pursuant to Government Code Section 51243.5?

Yes - Provide a copy of the protest.

No

No

34. Is the site within or adjacent to an adopted greenbelt?

Yes - Which greenbelt? _____

No

35. Is any portion of the site under an agricultural or open space easement?

Yes No

SECTION 7: ASSESSMENT AND INDEBTEDNESS

36. Does the city plan to establish any new special taxes, fees, or assessment districts in order to pay for new or extended service(s) to the proposal area?

Yes - Describe which services and status of new funding source(s): _____

No

37. Will the proposal area assume any existing bonded indebtedness upon annexation?

Yes – How will the indebtedness be repaid? (e.g. property taxes, special tax, assessments, service fees): _____

No

SECTION 8: ENVIRONMENTAL ANALYSIS

38. Identify the CEQA lead agency for the project: _____

39. What type of CEQA document was prepared for the project?

- Notice of Exemption (CEQA Guidelines Section: _____ Class Title: _____)
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

a. If an EIR was prepared, were Statements of Overriding Considerations adopted?

Yes – For which specific impacts? _____

No

SECTION 9: REGIONAL HOUSING NEEDS

40. Does the city have an adopted/certified housing element for the current RHNA period? Yes No

41. Does the city’s housing element identify the site as one that is needed to meet the city’s RHNA obligation? Yes No

42. Is the proposal necessary in order for the city to meet its RHNA obligation? Yes No

43. Does the County’s housing element identify the site as one that is needed to meet the County’s RHNA obligation? Yes No

SECTION 10: ENVIRONMENTAL JUSTICE

44. Is there an unincorporated community or neighborhood with an average annual median household income that is less than 80% of the statewide annual median household income within, or adjacent to, the proposal area?

Yes - Describe its location/name: _____

a. Does the city currently provide any services to this community?

Yes - What services? _____

No

b. Is the community within the proposal area?

Yes

No - Does the city have any plans to annex this community in the future?

Yes: When? _____

No: Why not? _____

No

CERTIFICATION

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

I further certify that I am authorized by the City of _____ to sign this application on the City's behalf.

Date: _____

Print Name: _____

Title: _____

Signature: _____



INDEMNITY AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, hold harmless and release the Ventura Local Agency Formation Commission (LAFCO), its officers, employees, attorneys, or agents from any claim, action or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul, in whole or in part, LAFCO's action on the proposal or on the environmental documents submitted to support it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, and expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the application.

LAFCO Case Name and No. _____ (LAFCO USE ONLY)

Date: _____

APPLICANT OR APPLICANT'S REPRESENTATIVE:
(Proof of authority to sign must be provided)

Signature: _____

Name: _____

Agency: _____

Title: _____

Address: _____



AGREEMENT FOR PAYMENT OF LAFCO FEES

Applicant: City of _____

LAFCO Case Name and No. _____ (LAFCO USE ONLY)

The Applicant understands and agrees as follows:

1. The Ventura Local Agency Formation Commission (“LAFCO”) has established a fee schedule pursuant to Government Code 56383 to recover a portion of the estimated reasonable costs of LAFCO proceedings. Applicant has submitted a request for action to LAFCO that requires an initial deposit of funds in accordance with the fee schedule. Applicant hereby pays the initial deposit fee of \$ _____ (LAFCO USE ONLY) to reimburse LAFCO for costs associated with the request.
2. LAFCO’s costs of processing the request, consisting of LAFCO staff time at hourly rates based on the most recent LAFCO fee schedule, and all direct LAFCO costs associated with Applicant’s request, will be charged to Applicant and deducted from the initial deposit fee. LAFCO’s costs include but are not limited to: (a) Staff time spent reviewing application materials, responding by phone or correspondence to all inquiries relating to the request, preparing reports, attendance and participation at meetings, and making filings necessary to complete proceedings, and; (b) Direct costs for public notices, legal counsel, County, state and federal agency review and information, and consultants hired by LAFCO to assist in the review and processing of the request.
3. If the LAFCO Executive Officer determines the initial deposit fee is insufficient to reimburse all of LAFCO’s costs incurred and to be incurred to complete the requested action, LAFCO will bill Applicant for, and Applicant must pay, an additional deposit equal to the additional fee estimated by the Executive Officer as necessary to fully reimburse LAFCO.
4. After all requested actions are complete the LAFCO Executive Officer will compute the actual final costs and will refund any unused portion of the deposit, or will bill Applicant for any unreimbursed costs. Any refunds will be solely for the unused portion of the deposit and will not include any interest.
5. If Applicant fails to pay in full any sums billed by LAFCO within 15 days of the billing, the LAFCO Executive Officer may stop processing Applicant’s request and/or set the request for hearing by LAFCO with a recommendation for denial due to failure to pay fees. The Executive Officer shall not be required to record a certificate of completion or otherwise complete any requested action until and unless all fees are paid in full.

6. Applicant may make a written request to LAFCO for an accounting of billed sums, and LAFCO will respond within a reasonable period. Applicant's obligations to pay the required fees shall not be delayed or deferred by such a request.
7. The undersigned is (check one):
- The individual applicant or petitioner who agrees to be bound by the terms of this agreement and to pay the sums due LAFCO.
 - The authorized representative of the Applicant who is empowered to execute this agreement and who agrees the Applicant shall be bound by its terms and shall pay the sums due LAFCO.
 - The property owner or real party in interest for an application or petition filed or to be filed with LAFCO by a City or Special District. I agree to be bound by the terms of this agreement as they are applicable to Applicant and to pay to LAFCO all sums due from Applicant. I agree that notice to Applicant of any obligation arising hereunder shall be construed to be notice to me.

Date: _____

Name: _____

Mailing Address: _____

Phone: _____

Signature: _____

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