



Ventura  
Local Agency Formation Commission

800 S. Victoria Avenue. • Ventura, CA 93009-1850  
Tel (805) 654-2576 • Fax (805) 477-7101

**Application**  
**DISTRICT**  
**CHANGE OF ORGANIZATION**

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

**APPLICANT:**

Agency Name: \_\_\_\_\_  
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. The proposal involves:**

- Annexation of land
- Detachment of land
- Other - Explain: \_\_\_\_\_

**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 District'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 any other agency or district?  Unknown  Yes  No

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

- \_\_\_\_\_
- \_\_\_\_\_

b. 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  square feet

10. Is the proposal area within a sphere of influence for a city?

- Yes – City of \_\_\_\_\_
- No

11. Is the proposal area within the municipal boundaries of a city?

- Yes – City of \_\_\_\_\_
- No

12. **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	*Applicable General Plan Designation	*Applicable Zone Designation

\* For Question 12, the applicable general plan and zone designation are as follows

- For territory within a city, that city’s general plan and zone designation
- For territory within the unincorporated area and within a city’s sphere of influence, that city’s general plan and prezone designation (if any)
- For territory within the unincorporated area and outside of any city sphere of influence, the County’s general plan and zone designation

**13. 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

**14. Surrounding land uses.** Please complete the following table.

	Jurisdiction	Existing Land Use	General Plan	Zoning
North				
South				
East				
West				

**15. Reason for Proposal.**

- To accommodate new development – Complete 15.a.
- Other - Complete 15.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 16

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- Yes** - Explain: \_\_\_\_\_
- No**
- Unknown**

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

**Yes**

**No – Which?** \_\_\_\_\_

**Unknown**

**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: SERVICES**

**21. The district will provide the following services (indicate all that apply and complete only the following questions related to each service):**

Fire / Emergency services – Complete Question 22

Parks and recreation – Complete Question 23

Sewer – Complete Question 24

Solid waste collection and disposal – Complete Question 25

Water – Complete Question 26

Other: List service(s) below and complete Question 27

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**22. Fire/Emergency Service**

- a. Location of the nearest fire station: \_\_\_\_\_
- b. Distance of nearest fire station from the proposal area: \_\_\_\_\_
- c. What is the overall response time goal for fire/emergency service calls?  
Priority calls: \_\_\_\_\_ minutes      Non-priority calls: \_\_\_\_\_ minutes
- d. What is the current average response time for fire/emergency service calls?  
Priority calls: \_\_\_\_\_ minutes      Non-priority calls: \_\_\_\_\_ minutes
- e. What is the estimated response time for service calls to the proposal area?  
Priority calls: \_\_\_\_\_ minutes      Non-priority calls: \_\_\_\_\_ minutes
- f. Are any new fire stations planned that will serve the proposal area?  
 Yes - Where and when? \_\_\_\_\_  
 No
- g. How will service be financed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**23. Parks/Recreation**

- a. What parks and recreation services and programs will be provided? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. What is the district's parkland goal? \_\_\_\_\_ acres per \_\_\_\_\_ residents
- c. What is the district's current parkland ratio? \_\_\_\_\_ acres per \_\_\_\_\_ residents
- d. What will be the district's parkland ratio upon completion of the proposal?  
\_\_\_\_\_ acres per \_\_\_\_\_ residents
- e. How will parks and recreation services be financed? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**24. Sewer Service**

- a. The district provides:
  - Sewer collection and/or conveyance
  - Sewer treatment
- b. Is the proposal due to a failed septic system?  Yes  No
- c. What is the district's current wastewater treatment capacity (expressed in million gallons per day (mgd) and equivalent dwelling units (edu))?  
\_\_\_\_\_ mgd \_\_\_\_\_ edu
- d. What is the average volume of influent currently being treated?  
\_\_\_\_\_ mgd \_\_\_\_\_ edu
- e. What is the peak flow volume? \_\_\_\_\_ mgd
- f. What is the peak flow capacity? \_\_\_\_\_ mgd
- g. 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
- h. How many future equivalent dwelling units have been reserved or committed for proposed projects and projects that have been approved, but not built? \_\_\_\_\_ edu
- i. Can all projects that have received commitments of sewer availability be accommodated with:
  - (i) Current capacity?  Yes  No
  - (ii) Planned capacity?  Yes  No
- j. Does the district 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 district's plans to upgrade capacity to resolve any capacity related issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- k. What is the distance of the proposal area to the closest mainline? \_\_\_\_\_ feet
- l. Will the proposal require the extension of a mainline?
  - Yes - What distance? \_\_\_\_\_
  - No
- m. What is the distance of the proposal area to the closest trunkline? \_\_\_\_\_ feet

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

Yes - What distance? \_\_\_\_\_

No

o. At what location will the project connect to the existing sewer system? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

p. How will infrastructure improvements **and** on-going service be financed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**25. Solid waste collection and disposal**

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

District will provide service

Private service provider under contract with district

Other: Explain: \_\_\_\_\_

b. How will service be financed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**26. Water Service:**

a. The district provides (check all that apply):

Wholesale potable water – Complete b - j

Retail potable water – Complete b - j

Agricultural water – Complete c - j

Groundwater management and/or conservation – Complete k

b. Is the proposal area considered in the district'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 district's current total water supply (in acre feet per year)? \_\_\_\_\_ AFY

d. What is the district'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 district's long-term water supply adequate to serve the proposal area?
- Yes - Please specify the proposal's estimated water demand and the district's available supply.
- (i) Estimated proposal demand: \_\_\_\_\_ AFY
- (ii) Estimated available supply: \_\_\_\_\_ AFY
- No - Please describe the district'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.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- k. Explain the groundwater management and/or conservation services provided: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**27. Other services**

- a. Please list any other service(s) that will be provided:
- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- b. Does the district contract with another provider for the service(s)?
- Yes - Service \_\_\_\_\_ Provider: \_\_\_\_\_
- Service \_\_\_\_\_ Provider: \_\_\_\_\_
- Service \_\_\_\_\_ Provider: \_\_\_\_\_
- Please submit of copy of the contract(s) for the service(s)
- No

c. Is the current level of service(s) adequate to serve the proposal?

Yes

No - How will adequate service be provided? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. How will the service(s) be financed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 6: AGRICULTURE AND OPEN SPACE**

**28. 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 28a-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.**

**29. 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):

\_\_\_\_\_

**No**

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

**Yes** - Which greenbelt? \_\_\_\_\_

**No**

**31. Is any portion of the site under an agricultural or open space easement?  Yes  No**

**SECTION 7: ASSESSMENT AND INDEBTEDNESS**

**32. Does the district 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**

**33. 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

34. Identify the CEQA lead agency for the project: \_\_\_\_\_

35. 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

36. Is the proposal needed for the County or a city to meet its RHNA obligation?  Yes  No

37. Does the County's or a city's housing element identify the site as one that is needed to meet its RHNA obligation?  Yes  No

## SECTION 10: ENVIRONMENTAL JUSTICE

38. 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 district currently provide any services to this community?

- Yes - What services? \_\_\_\_\_  
\_\_\_\_\_
- No

b. Is the community within the proposal area?

- Yes
- No - Does the district 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 \_\_\_\_\_ (name of district) to sign this application on the District'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: \_\_\_\_\_

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: \_\_\_\_\_