



Ventura
Local Agency Formation Commission

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

**APPLICATION SUBMITTAL
CHECKLIST
CHANGE OF ORGANIZATION**

To facilitate your preparation of required documents, a pre-application meeting with Ventura LAFCo staff is encouraged. The meeting can be used to address questions, commission policies, timing, fees, and other application issues. LAFCo staff looks forward to assisting you with your project.

Applications submitted without the documents identified in the submittal checklist below may be considered incomplete for processing and returned minus the Administration portion of fees paid.

LAFCo Forms (located in application packet)

- Application** (1 *signed* original and 1 copy) **NEW**
- Indemnity Agreement** (1 *signed* original)
- Agreement for Payment of LAFCo fees** (1 *signed* original)

Agency Documents – One copy of each of the following documents:

- City Council or District resolution** initiating LAFCo proceedings (if the proposal area includes land under a Williamson Act contract, see LAFCo staff for special instructions prior to adoption)
- City Council or County resolutions and/or ordinances** approving all entitlements for any development projects associated with the proposal
- All staff reports**, including attachments and exhibits, prepared for all approved entitlements for any development projects associated with the proposal
- Any other pertinent documents** or information that was considered by the applying agency and/or will assist LAFCo staff in analyzing the proposal
- For City boundary changes** Provide map of limiting addresses (2 copies), alphabetical list of all streets within the affected area to include beginning and ending street numbers and estimated population **NEW**
- Any other pertinent documents** or information that was considered by the applying agency and/or will assist LAFCo staff in analyzing the proposal

Map(s) and Legal Description(s)

- Map and Legal Description** – See Ventura LAFCo's Checklist for Maps and Legal Descriptions (1 original and 1 copy) **NEW**
- Assessor's Parcel Maps** – Current Assessor Parcel Map of the area

Environmental Documents

- Negative Declaration/EIRs** – Submit 8 paper copies and 9 copies on digital media (CD or DVD). For lengthy CEQA documents, submittal in advance of formal application filing is encouraged to provide the Commission with additional time to review
- CA Department of Fish and Game Environmental Filing Transmittal Memo** – Provide copy of Fish and Game Filing Transmittal with proof of filing with the County Recorder
- Proof of Fees Paid/Filing Cash /Receipt** – Provide proof that all fees have been paid to the Ventura County Recorder for Negative Declarations, EIRs, Notice of Exemptions, and De Minimis Impact Findings.

Fees – See Ventura LAFCo's fee schedule for fee amounts

- LAFCo Filing Fee**
- County of Ventura Surveyor's Map Check Fee** (*not required for Dissolutions*)
- County of Ventura Assessor's Fee**

***State Board of Equalization fee will be required prior to recordation** (*not required for Dissolutions*)