

ANNEXATION

Procedures

Purpose

The City of Lancaster's annexation program has been designed to allow for processing of individual property owner requests for annexation through the Local Agency Formation Commission (LAFCO). The following describes the necessary process steps and submittal requirements that an applicant must complete and/or submit in order for the City to process a request for annexation. This procedure applies to annexation requests which are contiguous to City boundaries and located within the City's Sphere of Influence only. Anyone wishing to request annexation of a non-contiguous property or property outside of the City's Sphere of Influence should consult with the Planning Department prior to making the request.

Process

■ Step 1 - Prior to Application

It is recommended that the applicant make an appointment with the Planning Department staff prior to submitting an application to discuss the feasibility of the request. The availability of this service and the time necessary to provide it may vary depending upon the staff workload. It is also recommended that applicants attempt to avoid the creation of unincorporated islands and to include enough territory, in order for the boundaries of a proposed annexation to follow mile, half-mile, or quarter-mile section lines.

■ Step 2 - Filing of Application

The applicant or a representative must submit the completed application in person to the Planning Department between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday. APPLICATIONS CANNOT BE ACCEPTED THROUGH THE MAIL. A staff planner will review the materials to make sure all the required forms are provided and signed. The applicant will also be required to submit the full amount of the required processing fee, along with the necessary maps and legal descriptions. The applicant shall be notified within 30 days as to whether the application is complete or if any additional information is required.

The estimated time for the processing of an annexation application will vary depending upon LAFCO's workload and the City Council's workload, but is generally estimated as 7 to 9 months.

■ Step 7 - Planning Commission Review

The Planning Commission will hold a public hearing with notice to the applicant and surrounding property owners to review the annexation. At the hearing, staff will present its report and recommendations. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application. After the public hearing the Commission will either: (1) approve, (2) approve with conditions, or (3) deny the recommendation to the City Council adoption of a resolution of application. Upon adoption of the resolution, the City will submit the resolution along with an annexation application, completed by staff, and the required maps and legal descriptions, submitted by the applicant, to LAFCO for processing. Later on in the process, the City Council must adopt a joint tax sharing resolution with the County of Los Angeles Board of Supervisors and also a final resolution, following LAFCO's approval of the annexation.

Appeal to City Council

The decision of the Planning Commission regarding the annexation may be appealed to the City Council. The subdivider, or other interested persons, may file an appeal by filing written notice with the City Clerk, stating reasons for the appeal, within 10 business days after the action is taken.

Submittal Requirements

1. APPLICATION PACKET

Submit the completed and signed Application packet. All questions must be answered and the Property Authorization **MUST** be signed **TWICE** (one original is forwarded to LAFCO) by the owner(s) of record on the latest available assessment roll of the County Assessor. If the property has been sold following the date of the latest assessment roll, the applicant must submit two (2) copies of the grant deed indicating the new ownership.

2. PROCESSING FEE

Submit cash, credit card, or check with two forms of identification for the total amount of the required fee for the map made payable to the City of Lancaster. **PROCESSING ON APPLICATIONS WITH RETURNED CHECKS WILL STOP UNTIL PAYMENT IS MADE IN CASH OR BY CASHIER'S CHECK.** The Planning Department will inform the applicant of the appropriate time to file LAFCO's filing fee and the State Board of Equalization fees directly to LAFCO.

3. LEGAL DESCRIPTION

The legal description must describe the exterior boundaries of the annexation. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a deed of record, the deed should be used only as a secondary reference.

When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. Points of departure from the existing boundary must be clearly established.

The description should be DOUBLE-SPACED and bear the designation of the proposal (e.g., "Annexation No. _____ to the City of Lancaster). (See the attached legal description for an example.) The applicant should contact the Planning Department for assignment of an annexation number immediately preceding filing of the application.

4. ANNEXATION MAPS

(35) Copies (24"x36" preferred, **folded** to approximately 9"x12"), must be legibly drawn on one sheet, and contain the following:

- A. The map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory, together with the current names of these thoroughfares. The map must also indicate the existing City boundaries.
- B. Date, north arrow, scale (use a conventional engineering scale; e.g., 1" = 20'), and contour interval. If a reduced map is filed, the original map must have a graphic scale affixed to it before the reduction is made.
- C. The point of beginning of the legal description, the designation of the proposal, and the name(s) of the affected agency(ies) must be shown on the map.
- D. The boundaries of the subject area must be distinctively shown on the map without obliterating any essential geographic or political features.
- E. All maps must be professionally drawn or copied. Rough sketches of maps or plats WILL NOT be accepted.
- F. A title containing the annexation number (with letters and numerals not less than one inch in height in bold face type).
- G. Title block on lower right hand of map shall contain the annexation number.
- H. Name and address of legal owner and persons preparing the map (stamped and signed, registration number of engineers and surveyors).

- I. Sufficient legal description as instructed in Part 3.
- J. Existing and proposed land use and zoning/pre-zoning.
- K. Land area in acreage and square-footage. If land is to be dedicated, state the acreage and purpose.
- L. All lettering must be legible and a minimum size of 1/8".

5. HOUSE NUMBER INFORMATION - 3 maps/lists

The map must show the streets with inclusive address numbers (e.g., Avenue J - 44400; Avenue K - 43600; 30th Street West - 3000), and the list of all street address numbers must either be provided on the map or on a separate attachment. If the property is vacant, then a statement to that effect must be placed on the map. Typically, the same map used for the annexation request can be utilized as a base map for this required house number information.

6. OWNERSHIP MAP

Submit one (1) Vicinity Map to indicate property ownership.

7. PROPERTY OWNER'S LIST

- A. Prepare a complete list of names and mailing addresses of current property owners of each parcel or lot within, or partially within, the 500-foot radius (or 1,500-foot radius) described above. **THIS INFORMATION MUST BE TAKEN FROM THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY ASSESSOR, 251 East Avenue K-6, Lancaster, and shall be certified as true and correct.**
- B. Assign a number to each name on the list, and put the corresponding numbers on the correct parcels or lots on the Ownership Map.
- C. Submit a notarized CERTIFIED PROPERTY OWNER'S LIST AFFIDAVIT to verify completeness and accuracy of names and addresses submitted. An inaccurate or incomplete list will be cause to remove the case from the agenda or require a rehearing of the case after noticing of affected property owners. In the event of re-noticing, an additional fee will be required. A complete LEGAL DESCRIPTION of the subject property must be legibly printed or typed on or attached to the AFFIDAVIT accompanying the ownership list.

7. ACCOMPANYING DATA AND REPORTS

- A. REQUIRED REPORTS

- 1) BIOLOGICAL STUDY – A Biological Report is required to be submitted as part of the application. The report shall not be over a year old at the time of submittal. The purpose of the report is to determine whether the area contains sensitive, rare, or endangered species. A list of qualified biological consultants is available from the City’s web site: www.cityoflancafterca.org.

- 2) ENVIRONMENTAL SITE ASSESSMENT REPORT – A Phase I Environmental Hazardous Site Assessment Report is required to be submitted as part of the application. The report must contain both a field survey and a record search. The report shall not be over a year old at time of submittal. The purpose of the report is to determine the potential for soil or ground water contamination resulting from present or past activities. A list of qualified consultants is available from the City’s web site: www.cityoflancafterca.org.

ANNEXATION APPLICATION

FOR STAFF USE ONLY:

Annexation No.: _____
 Received By: _____
 Date Filed: _____
 Cross Reference Case No.: _____

*Name of Applicant (please print) Contact Name

Address City State Zip Code

Phone Number Fax Number Email Address

Name of Engineer/Architect

Address City State Zip Code

Phone Number Fax Number Email Address

Location of Project (address or vicinity)

Assessor's Parcel Number(s)

Acres: _____

Estimated population: _____

Number of registered voters: _____

Source and date of voter information: _____

Number and type of dwelling units: _____

***NOTE:** If the property owner or applicant is a trust, partnership, corporation, or LLC ("Entity"), on a separate sheet, provide a listing of all persons that make up the Entity.

MATERIALS RECEIPT

Annexation Checklist

This form to be completed by Planning Department; place submittal package in the following order:

- _____ Application Form
- _____ [Owner's Affidavit](#) (website)
 Note: The owner must be the owner of record on the latest available assessment roll of the County Assessor. If the property has been sold following the date of the latest assessment roll, the applicant must submit two (2) copies of the grant deed indicating the new ownership.
- _____ Complete Legal Description (Separate Sheet – 5 copies)
- _____ Incorporation papers showing authorization of signature
- _____ Preliminary Title Report (not more than 60 days old)
- _____ [Financial Interest Disclosure](#) (website)
- _____ [Environmental Assessment Form](#) (Initial Study) (website)
- _____ Biological Study* (2 bound copies)
- _____ Map (35) copies folded to 9" x 12"
- _____ Vicinity Ownership Map (500' radius in Urban /1500' radius in Rural Areas)
- _____ [Certified Property Owner's List Affidavit](#) (website)
- _____ Assessor Parcel Numbers and Maps
- _____ House Number Information - 3 maps/lists
- _____ Fee ([See Fee Schedule](#))

Note: The Planning Department will inform the applicant of the appropriate time to file LAFCO's filing fee and the State Board of Equalization fees directly to LAFCO.

* Environmental Documents: All studies shall include the project number, the location of the project and APN No., a summary of the conclusion, and all pertinent information necessary as determined per CEQA requirements.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application.

Submittal Hours: 8:00 a.m. to 5:00 p.m., Monday through Thursday
8:00 a.m. to 4:00 p.m., Fridays only

FOR STAFF USE ONLY:

Case No.: _____
 Received By: _____
 Date Filed: _____
 Cross Reference Case No.: _____