



Solano Local Agency Formation Commission

675 Texas St. Ste. 6800 • Fairfield, California 94533

(707) 439-3897

www.solanolaftco.com

DISTRICT CHANGE OF ORGANIZATION OR REORGANIZATION CHECKLIST

1. ☐ One (1) original signed Solano LAFCO application
2. ☐ Solano LAFCO application fee, determined by LAFCO staff, made payable to Solano LAFCO.
3. ☐ One (1) original, signed Solano LAFCO Indemnification Agreement.
4. ☐ One original of the Notice of Intent to Circulate a Petition. Must be submitted prior to circulating a petition. (Non-agency proposals only)
5. ☐ One (1) original, signed special district resolution initiating the action. (Agency initiated proposal)
6. ☐ Response to Solano LAFCO's eleven (11) standards.
7. ☐ One (1) copy of the map, 8 ½ x 11 (prepared by a CA Licensed Land Surveyor or a civil engineer)
8. ☐ One (1) copy of the geographic description. (prepared by a CA Licensed Land Surveyor or a civil engineer)
9. ☐ One (1) copy of a "will serve" letter from the city and/or special district (as applicable).
10. ☐ Signed letter of landowner consent.
11. ☐ One (1) copy of the final city and/or special district staff reports for public hearings held to approve the project.
12. ☐ Verification that the project site was considered and analyzed in the Sphere of Influence (SOI) determinations with the supportive Comprehensive Municipal Service Review (MSR) analysis within the last five (5) years.
13. ☐ All signed final action Resolutions/Ordinances with related attachments/documents (if applicable, not limited to):
 - ☐ CEQA certification/adoption
 - ☐ Pre-zoning
 - ☐ General Plan Amendment/Update
 - ☐ Planned Use Development/Design Review
 - ☐ Specific Plan
 - ☐ Tentative Map
 - ☐ Development Agreement
 - ☐ Williamson Act Cancellation
 - ☐ Property Tax Sharing Agreement with County, Cal. Rev. and tax. Code §99(b)(5-6)
14. ☐ One (1) hard copy of the CEQA Notice of Determination and receipt for payment of fees.



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15. ☐ Plan for Services pursuant to Government Code Sections 56653 and 56653.1 with all related documents, lists, and other supporting evidence
16. ☐ One (1) copy of a market study for residential projects over 100 acres, and commercial or industrial projects over 40 acres.
17. ☐ One (1) completed Plan for Service, consistent with GovCode §56653.
18. ☐ One (1) copy of the Fair Political Practices Commission (FPPC) Statement of Contributions disclosing any donations made to elected officials responsible for approving the project, if applicable.
19. ☐ Adopted and signed Resolutions from both the affected "new" district and Solano County confirming the Property Tax Sharing Agreement, as required by GovCode, beginning §56000.
20. ☐ Two (2) sets of mailing labels for landowners within 300 ft. of the exterior project boundary with map
21. ☐ Electronic copies or transmission of all checklist items