

## District Formation Application Checklist

The following is required for a complete LAFCO application:

1.  A Certified Resolution of Application **OR** Original Notice of Intent to Circulate a Petition (for Non-Agency Proposals only). Submit prior to circulating a petition
2.  Check for appropriate LAFCO application fee made payable to Solano LAFCO.
3.  LAFCO Application to Initiate Proceedings, District Formation Application, signed Fee Agreement, and Indemnification Agreement.
4.  One (1) copy of the geographic description.
5.  One (1) copy of the map and one (1) copy of map reduced to 8 ½ x 11 for recording with the County Recorder.
6.  Copy of the Fish and Wildlife receipt filled with the County Administrator's Office.
7.  One copy of the Environmental Impact Report or one copy of the Negative Declaration including the Initial Study, along with one CD containing all environmental documents in either Word or PDF format.
8.  Response to LAFCO Standards.
9.  Two (2) sets of mailing labels for landowners within 300 feet of project area.
10.  A three-year proposed operating budget containing details concerning staffing, benefits, services and supplies, fixed assets, contingency reserves, etc.
11.  A Capital Improvement Program budget for proposed capital projects
12.  A copy of the proposed By-laws of the District
13.  A list of the names and contact of the proposed Board Members