



Solano Local Agency Formation Commission

675 Texas St. Ste. 6700 • Fairfield, California 94533
(707) 439-3897 • FAX: (707) 438-1788

CHANGE OF ORGANIZATION/REORGANIZATION APPLICATION

TITLE OF PROPOSAL:

AFFECTED AGENCIES AND PROPOSED ACTIONS¹:

PROJECT INFORMATION:

1. General location description (i.e. south side of Road A between Road B and Road C):
2. Total acreage of territory:
3. Assessor parcel numbers:

APPLICANT INFORMATION

1. Chief Petitioners (maximum of three) or Legal Owner(s) & Representative/Agent:

Primary Contact:	Name:	Name:
Agency:	Agency:	Agency:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Email:	Email:	Email:

2. Project Initiation (choose one and attach resolution or petition²):

Resolution of Agency	Landowners	Registered voters
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¹ List all actions, examples of actions include: annexation, detachment, out of agency service extension, consolidation, dissolution, merger, incorporation, district formation*, sphere of influence update and amendment**

*District Formation requests must be accompanied by the District Formation Supplemental Questionnaire.

**Sphere of Influence changes must be accompanied by Attachment A – Sphere of Influence Questionnaire.

² LAFCO proposals may be initiated by resolution of an affected agency such as a city council, special district, or by the Board of Supervisors. A proposal may also be initiated by a petition of the affected area’s registered voters or landowners. If initiated by landowners or registered voters, applicant must submit a “Notice of Intent to Circulate a Petition” to LAFCO staff **prior** to submittal of this application and a “Fair Political Practices Commission Party Disclosure Form” along with this application. These forms are available upon request from LAFCO staff.

2. Property Tax Revenues³:

If an annexation proposal is initiated by Resolution, please attach a copy of the exchange of property tax revenues agreement including the Master Tax Transfer Agreement and applicable resolutions between the city and County.

PURPOSE OF THE PROPOSAL

1. In as much detail as possible, explain why this proposal is necessary and/or beneficial at this time.
2. Is this application proposed to carry out a development project? If yes, describe the project:
3. What are the alternate courses of action to the proposed change of organization/reorganization, if any?

EFFECTS OF THE PROPOSED ACTION

1. What will be the effect of the proposed action on adjacent areas?
2. What will be the effect of the proposed action on mutual social and economic interests?
3. What will be the effect of the proposed action on the local government structure of the County of Solano?
4. What will be the effect of the alternative action on adjacent areas, on mutual and social economic interests, and on the local government structure of the County of Solano?

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANCE:

1. Identify the Lead Agency which adopted a CEQA document for the proposal:
2. Identify type of environmental document adopted (EIR, MND, MD, Exempt):
3. Date the Lead Agency adopted the CEQA document for the proposal.
4. Submit complete copies of the CEQA document; one (1) physical copy and an electronic copy.
5. Submit copies of any Notice of Exemption or Notice of Determination.
6. Submit a copy of the Fish and Wildlife filing fee receipt.

POPULATION AND HOUSING

1. What is the estimated current population of the subject territory?
2. If the proposal territory includes a proposed development, what is the estimated population of the proposed area at build-out?

³ If the proposal involves an annexation to a city and/or changes in district boundaries, negotiations for any exchange of property tax revenues must be completed by the County and any affected city prior to LAFCO action. For those proposals, LAFCO will provide preliminary information to begin the negotiations process.

LAND USE INFORMATION

1. Is the proposed area within the existing sphere of influence of the annexing agency?⁴
2. The County General Plan designation
3. Current County Zoning
4. The City General Plan proposed designation
5. The City rezoning⁵
6. Is the proposal area within a Specific Plan? If yes, please attach the Plan and Resolution:
7. LAFCO Mandatory Standard Number 5 requires the affected agency(ies) adopt a resolution supporting the proposal. Indicate below all permits or approvals that will be needed or have been granted by the County or any city to complete the project. Attach a copy of each resolution of approval. Samples of resolutions can be obtained from LAFCO.

Type of Approval or Permit	Resolution or File No.	Approval Date
City Rezoning (Required)		
Resolution to Initiate Change of Organization/Reorganization (Agency initiated application)		
City or County General Plan Amendment		
(Other)		

8. Please describe the present land uses of the property within the territory and whether further development of any of the parcels would be permitted under the applicable land use regulations after the change of organization. If further development would be permitted please identify by parcel, the potential development that could occur, attach additional sheets if necessary.
9. Describe the predominant land uses of adjacent lands (vacant, residential, commercial, etc.):
10. Describe the topography of the affected territory, such as flat, sloping, hilly, mountainous etc., and attach a topographical map of the affected area:
11. Describe the physical features and natural boundaries (rivers, creeks, drainage basins, etc.) of the subject territory:

AGRICULTURAL AND OPEN SPACE LANDS (CITY ANNEXATIONS ONLY):

1. Will the proposal result in the conversion of open-space lands to other uses?

⁴ If the proposal area is outside the sphere, submit a Sphere of Influence Amendment Questionnaire Attachment A in addition to this application. Contact LAFCO staff, a municipal service review update and/or sphere of influence update may be required to process the application.

⁵ All properties proposed for annexation to a city must be rezoned to their intended use prior to submission of an application to LAFCO. The zoning may not be changed for two years after annexation, absent extraordinary circumstances.

2. Is the proposal area under a Williamson Act contract(s)?

If yes, please answer the following:

a) Did the City protest the contract under the “one-mile” provision?

If yes, please attach a copy of the City’s protest resolution.

b) Please list only the parcels under a Williamson Act contract and provide: the contract number, date of resolution, and resolution number (you may contact Solano County Resource Management at (707)784-6765 to obtain this information):

3. Will the proposal have any effect on maintaining the physical and economic integrity of agricultural lands?

4. Is there any Prime Agricultural Land within the affected territory?

5. Is any of the land within the affected territory currently utilized for commercial agricultural purposes?

REGIONAL HOUSING NEEDS (CITY ANNEXATIONS ONLY)

1. Identify how the proposal will affect the city in achieving their respective share of the regional housing needs?

2. What is the date of the City’s most recent Housing Element approved by the State Department of Housing and Community Development?

BONDED INDEBTNESS:

1. Do the agencies whose boundaries are being changed have any existing bonded debt?

2. Will the proposal area be liable for payment of its fair share of this existing debt?

LANDOWNER(S) CONSENT/OPPOSITION:

1. If available, please provide signed letters of consent to the change of organization/reorganization from landowners within the affected territory.

2. Please provide a list with names and addresses of any persons, organizations or agencies known to you who may be opposed to this proposal.

PLAN FOR PROVIDING SERVICES

Any local agency submitting an application for a change in organization must also submit a plan for providing services to the subject territory. Please complete and submit “Attachment B Plan for Providing Service”

ADDITIONAL REQUIREMENTS

1. List any terms or conditions requested for inclusion in LAFCO Resolution of Approval as part of this proposal:

2. Provide detailed written responses to LAFCO Standards 1 through 11.

Change of Organization/Reorganization Application

Attachment B – Plan for Providing Services

Plan of Services:

The purpose of the plan of services is to describe the service demand to be generated within the affected area once it is fully developed based on zoning/pre-zoning and indicate how that demand will be met. Generally this plan of services matrix is applicable to city proposals. For special districts, only those services provided by the agency apply. Please keep in mind each proposal is unique. In some cases, staff might request additional information. Conversely, in some cases, some information might not be available or required. Please consult with LAFCO staff prior to submittal.

Provided is a checklist of information to be included in the narrative for plans of services.

Background/Introduction

- For the proposed annexation area, state the purpose of the annexation.
- Describe the existing conditions, existing land use designations, and proposed land use development proposals.

Police Protection

Current Service Provider

- Level of service standard. This is the target/goal.
 - Officer to population ratio (i.e.: 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- What is the nearest station providing counter services to the affected area?
 - For County Sheriff which is the closest substation?
- The actual level of service being provided within the unincorporated service area of a station.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?
- List and briefly describe any specialized units.

New Service Provider

- Number of sworn officers employed by the agency.
- Level of service standard. This is the target/goal of the agency.
 - Officer to population ratio (i.e. 1.0 officers per 1,000 population).
 - Response time goals by priority type.
- The actual level of service being provided city-wide.
 - Officer to population ratio.
 - Number of patrol hours per day.
 - What are the average response times by priority type within the general area?

- Based on land use and zoning/pre-zoning upon build-out of the affected area, how many additional personnel/facilities would be required to maintain to the existing level of service?
 - Should additional patrols and/or facilities be required what would the cost be and how will they be funded?
- Where is the police station that will be providing counter services to the affected area?
- List and briefly describe any specialized units.

Fire Protection Services

If there is no change in service provider, only information from current service provider is required.

Current Service Provider

- Identify the location of the nearest three fire stations to the affected area and indicate which is the primary response station.
- What is the distance from each of these stations to the affected area?
- What is the level of service standard?
 - Target response times (dispatch to arrival).
- What are the actual average response times?
- Briefly describe the type of equipment/staffing at each station.
 - Existing and planned.

New Service Provider

- Identify the location of the nearest three fire stations to the affected area and indicate which would be the primary response station.
- What is the distance from each of these stations to the affected area?
- What is the level of service standard?
 - Target response times (from dispatch to arrival).
- What are the actual average response times?
- Briefly describe the type of equipment at each station.
 - Existing and planned.
- Based on existing zoning/pre-zoning and land uses at build-out will additional facilities and personnel be required to maintain the existing level of service?
 - Indicate additional personnel/equipment required.
 - If yes, how will they be funded?
- Identify any fire services inter-agency agreements including but not limited mutual and automatic aid agreements that would apply to the annexation area.
- Provide a map of the annexation area in relation to the nearest three fire stations.

Water Services

One of the factors that LAFCOs must consider when reviewing a proposal is the timely availability of water supplies (Govt. Code Sec. 56668 (l)). Please address the following in the plan of services so that we can better assess the timely availability of water supplies.

This information must be provided unless (a) the subject territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designation.

Current Service Provider

-Generally this will not apply since annexations to a public water purveyor (i.e. City and/or District) occur because there is a non-existent retail provider. Examples of when this section will apply include:

1. A city assuming service from an existing water district.
2. A city or district acquiring a private utility/mutual water company or providing service within the utility's service area.
3. A merger, consolidation or dissolution of a water district.

Water Demand:

- Describe how water services are currently being provided.
- Existing water demand within the District/City.
- Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- Projected additional water demand within the subject area.
- Has demand from this area been accounted for in an UWMP or WSA? (Provide one hardcopy and one electronic copy of each.)

Water Supply:

- Water resources currently available:
 - Identify each type.
 - e.g. imported, groundwater (current production and safe yield), reclaimed, etc.
 - Provide the amount of each resource.
- Future water supplies:
 - Describe by type and amount.
 - How will additional supply be acquired?
- Is supply sufficient to serve the affected area?

Water Facilities

- Existing facilities in relation to annexation area.
- Are current facilities sufficient to serve this area?

New Service Provider

Water Demand:

- Existing water demand within the District/City.
- Total projected water demand at build-out within the existing agency boundaries based on existing zoning and land use designations.
- Projected additional water demand within the proposed annexation area.

- Has demand from this area been accounted for in an UWMP or WSA? (Provide one hardcopy and one electronic copy of each.)

Water Supply:

- Water resources currently available:
 - Identify each type.
 - e.g. imported, groundwater (current production and safe yield), reclaimed, etc.
 - Provide the amount of each resource.
- Future water supplies:
 - Describe by type and amount.
- Indicate whether the District/City has any policies for the use of potable water where non-potable uses are sufficient.
 - If yes, briefly describe the policy.

Water Facilities

- Existing facilities in relation to annexation area.
- Will additional facilities be required to serve the annexation area?
 - Wells
 - Transmission lines
 - Storage
- Cost for connection
- Provide illustrative maps showing the District facilities (i.e. existing/proposed water lines) in relation to the annexation area.

Wastewater Services

This information must be provided unless (a) the subject agency territory is substantially built out and there is no change in service provider; or (b) there is no change in service provider and there is no change in land use designations.

Wastewater Demand

- Indicate whether wastewater services will be required.
 - Treatment demand to be generated by the annexation area.
- Describe how wastewater services are currently provided to the annexation area.
- If existing development is on septic systems, under what circumstances will sewer connection be required?

Wastewater Facilities

- Wastewater treatment capacity versus existing treatment volumes.
- Existing facilities in relation to annexation area.
- Will new facilities or expansion be required to service the annexation area?
- Cost for connection (i.e. sewer line extensions).
- Provide illustrative maps showing the District facilities (i.e. existing/proposed sewer lines) in relation to the annexation area.

Park and Recreation

Current Service Provider

- Identify current service provider.
- Identify the nearest two parks that would be visited by the affected area.
 - Describe acreage, facilities and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- What is the level of service standard? (Target/Goal)
 - (e.g. 3 acres of parkland per 1,000 population)
- What is the level of park services currently being provided?
- Describe any interagency agreements.

The following information is only required should there be a change in service provider.

New Service Provider

- Identify the nearest two parks that would be visited by the affected area.
 - Describe acreage, facilities and services available at each park site.
 - What is the total park acreage?
 - Provide a general description of recreation programs.
- What is the level of service standard? (Target/Goal)
 - (i.e. 3 acres of parkland per 1,000 population)
- What is the level of park services currently being provided?
- Describe any interagency agreements.

The following information is only required should there be a change in service provider.

Solid Waste Collection

Current Service Provider

- Identify current service provider.
- Identify services provided:
 - Types of service and frequency (i.e. green, solid, and recycle waste pick-up and bins)
- Applicable charges for residential, commercial/industrial customers etc.

The following information is only required should there be a change in service provider.

New Service Provider

- Identify new service provider.
- Identify services provided:
 - Types of service and frequency (i.e. green, solid, and recycle waste pick-up and bins)
- Applicable charges for residential, commercial/industrial customers etc.

- Describe the transition in service providers.
 - When inhabited please describe how services will change.

Street Maintenance

Current

- Identify current service provider.
- Describe road improvement/maintenance programs and how they are funded.
 - (i.e. Slurry sealing every five years).
- Is there a road condition inventory system?

New Service Provider

- For city annexations, what is the maintenance cycle, such as slurry sealing?
- Describe how road maintenance is funded.
- Is there a road condition inventory system?
- Will the annexation cause road improvements?

Lighting/Landscaping/Streetsweeping

Current

- Identify current service provider.
- Describe each type of service and frequency.
- What are the current charges for each service?

New Service Provider

- Identify current service provider.
- Describe each type of service and frequency.
- What are the current charges for each service?

Animal Shelter/Control

- Describe services currently available and how will that change upon annexation?
- If inhabited, will the current multi-year licenses be honored?

Financial Information

Current

- General Taxes (e.g. transit occupancy tax, utility users tax, etc.)
- Special Taxes (e.g. public Safety, recreation and park services, etc.)
- Assessments (e.g. streetlighting, landscaping maintenance, streetsweeping, library services, standby charges)
- Debt:

- Describe any existing general bonded indebtedness that would be removed as a result of the change of organization.

New Service Provider

Identify each tax, assessment, and or debt that would be passed on to the annexation area.

- General Taxes
 - (e.g. transit occupancy tax, utility users tax, etc.)
- Special Taxes
 - (e.g. public Safety, recreation and park services, etc.)
- Assessments
 - (e.g. streetlighting, landscaping maintenance, streetsweeping, library services, standby charges)
- Debt:
 - Describe any existing general bonded indebtedness that would extend to the annexation area.