

Mono County Local Agency Formation Commission

PO Box 347
Mammoth Lakes, CA 93546
760.924.1800, fax 924.1801
commdev@mono.ca.gov

PO Box 8
Bridgeport, CA 93517
760.932.5420, fax 932.5431
<https://monocounty.ca.gov/lafco>

CHANGE OF ORGANIZATION APPLICATION CHECKLIST

The following information must be submitted when filing a change of organization or reorganization proposal with the Mono County Local Agency Formation Commission (LAFCO); additional information may be requested during the review of the proposal. 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.

APPLICATION PACKET SHALL INCLUDE:

LAFCO Forms

- Completed **Change of Organization Application**;
- Completed **LAFCO Indemnification Form**;
- Payment of LAFCO Fees**; and
- Completed **Jurisdictional Consultation Form**.

Agency Documents

- Either (a) A **Resolution of Application** adopted by the affected city or special district or (b) a **Petition of Landowners or Registered Voters** making application to the Mono County LAFCO;
- All Staff Reports**, including attachments and exhibits, prepared for all approved entitlements for any development projects associated with the proposal;
- For City boundary changes **Provide Map of Limiting Addresses** (one copy), alphabetical list of all streets within the affected area to include beginning and ending street numbers and estimated population; and
- Property Tax Exchange Agreement**: California Revenue and Taxation Code Section 99(b)(6) requires the adoption of a property tax exchange agreement by the affected local agencies before LAFCO can consider a jurisdictional change;
- A Plan for Providing Services**: If a proposal for a change of organization or reorganization is submitted pursuant to section 56653 of the Cortese Knox Hertzberg Act, the applicant shall submit a plan for providing services within the affected territory. The plan for providing services shall include all of the following information and any additional information required by the commission or the executive officer:
 - (1) An enumeration and description of the services currently provided or to be extended to the affected territory.
 - (2) The level and range of those services.
 - (3) An indication of when those services can feasibly be extended to the affected territory, if new services are proposed.
 - (4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed.
 - (5) Information with respect to how those services will be financed.
- Any **Other Pertinent Documents** or information that was considered by the applying agency and/or will assist LAFCO staff in analyzing the proposal.

Maps and Legal Description

- Metes-and-Bounds Legal Description** of the perimeter of the subject territory;
- Assessor's Parcel Maps** – Current Assessor's Parcel Map of the area;
- Plat Map** (no larger than 11" x 17") showing the subject territory **AND** the existing boundaries of the affected city or district; and
- A Vicinity Map.**

Environmental Documents

- Environmental Documentation** to comply with the California Environmental Quality Act (CEQA); submit documents for applicable category only:
 - (a) Initial Study: Submit document;
 - (b) Categorical Exemption: Submit document if an agency has certified that the project qualifies for a categorical exemption from CEQA;
 - (c) Negative Declaration (ND): Submit document with certifying resolution and Initial Study*;
 - (d) Environmental Impact Report (EIR): Submit one copy of the Final EIR and certifying resolution, plus one copy of the EIR Appendix*.

**For an ND or EIR, a copy of the receipt for the fee paid to the California Department of Fish and Wildlife must be submitted.*
- CA Department of Fish and Wildlife Environmental Filing Transmittal Memo** – Provide a copy of the Fish and Wildlife Filing Transmittal with proof of filing with the Mono County Clerk.

Fees*

- LAFCO PROCESSING FEES**
- COUNTY OF MONO SURVEYOR'S MAP CHECK FEE** (not required for Dissolutions)
- COUNTY OF MONO ASSESSOR'S FEE**
**State Board of Equalization fees required prior to recordation will be calculated by LAFCO staff after Commission approval of the Proposal. State Board fees are not required for dissolutions.*

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CHANGE OF ORGANIZATION or REORGANIZATION APPLICATION

*This application is designed to be used for **all proposals** received by the Commission. **If a question is not applicable** to your proposal, **please note accordingly**. Thank you for your cooperation and assistance in completing this application.

APPLICANT

Agency Name: _____
Staff Contact: _____ Title: _____
Mailing Address: _____
Phone: _____ Email: _____

SECTION 1: CONTACT INFORMATION

1. Applicant's Representative (if applicable): _____
Name: _____ Agency: _____
Mailing Address: _____
Phone: _____ Email: _____

2. Other Interested Parties to Receive Notices, Agendas, Staff Reports:

Name: _____ Agency: _____
Mailing Address: _____
Phone: _____ Email: _____

Name: _____ Agency: _____
Mailing Address: _____
Phone: _____ Email: _____

SECTION 2: PROPOSAL INFORMATION

A. The proposal involves changes of:

- Annexation of land
- Detachment of land
- Sphere of Influence
- Other – Explain: _____

B. An application is hereby made for boundary changes (such as an annexation, detachment, or formation) involving the following cities and special districts:

Action <small>(ex: annex, detach, sphere amendment, etc.)</small>	To/From	Agency <small>(City or Special District)</small>
1. _____	<input type="checkbox"/> to <input type="checkbox"/> from	1. _____
2. _____	<input type="checkbox"/> to <input type="checkbox"/> from	2. _____
3. _____	<input type="checkbox"/> to <input type="checkbox"/> from	3. _____
4. _____	<input type="checkbox"/> to <input type="checkbox"/> from	4. _____
5. _____	<input type="checkbox"/> to <input type="checkbox"/> from	5. _____

C. This Proposal includes:

1. 12 or more registered voters? YES NO
2. Have all property owners provided written consent for the proposal?
 YES – Please attach all consent letters.
 NO

D. Is the proposal area within a sphere of influence for a city? YES NO

E. Is the proposal area within the municipal boundaries of a city? YES NO

F. Parcel/Owner Information. Please provide the following information for each parcel. Attach additional sheets as necessary.

1. Assessor's Parcel Number: _____

Site Address (if applicable): _____

Other Addresses (if applicable): _____

Owner: _____

Owner Mailing Address: _____

Phone: _____ Email: _____

2. Assessor's Parcel Number: _____

Site Address (if applicable): _____

Other Addresses (if applicable): _____

Owner: _____

Owner Mailing Address: _____

Phone: _____ Email: _____

G. Is this proposal consistent with the adopted Sphere of Influence of all affected agencies?

YES

NO – Please complete a sphere of influence amendment.

SECTION 3: JUSTIFICATION

A. In as much detail as possible, please explain why this proposal is necessary at this time. For example, a proposed development or existing residences might require services not currently provided or available.

B. Is this change of organization proposed to carry out a development project? If so, describe the project.

SECTION 4: DESCRIPTION

A. Describe the general location and physical features of the territory included in this proposal. Refer to major roads, watercourses, and topographical features.

B. How many acres (or square miles) of territory are included in the proposal?

C. How many people live in the subject territory? _____

D. How many registered voters live in the subject territory? _____

E. Proposed Land Use:

- 1. Describe the anticipated development (type of buildings, number of units, number of permanent employees who will work in any new commercial or industrial projects). Attach additional sheets, as necessary.**

- 2. If no development is planned at this time, would approval of this proposal increase the development potential of the property?**

- YES - If so, please indicate in terms of potential use, number of units, etc. in the space below or attach additional sheets as needed.
- NO

F. Have all entitlements for the development been approved?

- YES – Indicate the file or permit numbers and approval dates in the following table and attach copies of all resolutions and/or ordinances approving all entitlements.
- NO

Entitlement	File/Permit Number	Approval Date
General Plan Amendment		
Specific Plan		
Tentative Tract Map		
Tentative Parcel Map		
Use Permit (or equivalent)		
Development Agreement		
Other:		

G. Is any new, but not yet approved, development within the proposal area contemplated within the next two years?

- YES – Explain in space below.
- NO
- UNKNOWN

H. Are there any jurisdictional issues associated with the LAFCO proposal or pending LAFCO action?

- YES – If yes, please complete the Jurisdictional Consultation Form.
- NO

I. Are all the lots within the proposal area legal pursuant to California Subdivision Map Act?

- YES
- NO - Which? _____
- UNKNOWN

J. Describe any public easements, oil/water well operations, cellular site leases, etc., that currently exist within the proposal area:

SECTION 5: SERVICES

A. The district will provide the following services (indicate all that apply and complete only the following questions related to each service):

- Fire/Emergency Services
- Parks and Recreation
- Sewer
- Solid Waste Collection and Disposal
- Water
- Police Protection Services
- Other: List service(s) below

B. FIRE/EMERGENCY SERVICE*

**NOTE: Complete the following section only if annexation to a fire protection service provider is proposed—or if the current fire protection service provider is proposed to change.*

1. Is the proposal territory currently within an agency that provides fire protection?

YES – If yes, provide name and address/location of current fire service provider in the space below.

NO

2. Is annexation for fire protection service part of this application?

YES NO

3. Which city or district would serve the proposal territory if this jurisdictional change is approved?

A. Location/address of the proposed fire service provider:

B. Estimated response times to the proposal territory:

- a. Priority calls: _____ minutes
- b. Non-priority calls: _____ minutes

4. Location of the nearest fire station: _____

5. Distance of nearest fire station from the proposal area: _____

6. What is the overall response time goal for fire/emergency service calls?

- a. Priority calls: _____ minutes
- b. Non-priority calls: _____ minutes

7. What is the current average response time for fire/emergency service calls?

- a. Priority calls: _____ minutes
- b. Non-priority calls: _____ minutes

8. What is the estimated response time for service calls to the proposal area?

- a. Priority calls: _____ minutes
- b. Non-priority calls: _____ minutes

9. Area any new fire stations planned that will serve the proposal area?

YES – Where and when? _____

NO

10. How will service be financed?

C. PARKS AND RECREATION

1. What parks and recreation services and programs will be provided?

2. What is the district's parkland goal?

a. _____ acres per _____ residents

3. What is the district's current parkland ratio?

a. _____ acres per _____ residents

4. What will be the district's parkland ratio upon completion of the proposal?

a. _____ acres per _____ residents

5. How will parks and recreation services be financed?

D. SEWER SERVICE

1. Is the proposal territory within a district or city that provides public sewer service?

YES - If yes, which agency? _____

NO

2. Is a developed parcel in need of annexation due to failed septic system?

YES – If yes, include a copy of any letters from the Mono County Department of Environmental Health or private septic-system company.

NO – If no, is annexation for sewer service part of this application?

YES NO

3. If annexation for sewer service is proposed, which district or city would serve the territory if this jurisdictional change is approved?

4. Has the agency that will be providing service issued a letter of sewer availability?

YES - If yes, please provide a copy of the letter with this application.

NO

5. Will the agency be prepared to furnish sewer service upon annexation?

YES

NO – If no, please explain in the space below.

6. How will service be financed?

E. SOLID WASTE COLLECTION AND DISPOSAL

1. How will solid waste collection/disposal services be provided?

- District will provide service
- Private service provider under contract with district
- Other - Explain: _____

2. How will service be financed?

F. WATER SERVICE

1. Is the proposal territory within a district or city that provides public water service?

- YES – If yes, which agency? _____
- NO

2. Is a well or other on-site water system currently used on the property?

3. Is an on-site system proposed to be used when the property is developed?

- YES NO

4. Is annexation for water service part of this application?

- YES - If yes, which district or city would serve the territory if this jurisdictional change is approved?

- NO

5. Will the agency that will be providing service be prepared to furnish water service upon annexation? YES NO

6. Has the agency that will be providing service issued a letter of water availability?

- YES - If yes, please provide a copy of the letter with this application.
- NO

7. How will service be financed?

G. POLICE PROTECTION SERVICES*

**NOTE: Complete the following section only if the police protection provider is proposed to change.*

1. Which police agency currently serves the proposal territory?

a. Location/address of nearest police station: _____

b. Estimated response times to the proposal territory:

Priority _____ minutes

Non-priority _____ minutes

2. Which police agency would serve the proposal territory if this jurisdictional change is approved? _____

3. Location/address of nearest police station: _____

4. Estimated response times to the proposal territory:

Priority _____ minutes

Non-priority _____ minutes

5. How will service be financed?

H. OTHER SERVICES

1. Please list any other service(s) that will be provided:

2. Does the district contract with another provider for the service(s)?

YES – If yes, please describe the service and the provider and submit a copy of the contract(s) for the services.

NO

3. Is the current level of service(s) adequate to serve the proposal?

YES

NO – If no, how will adequate service be provided?

4. How will service be financed?

SECTION 6: SPECIAL REVENUES

A. Does the city or special district have plans to establish any new assessment districts, service charges, or other means including tax exchanges to pay for new or extended services to this area?

YES – If so, please explain in the space below.

NO

B. Will the area assume liability for any existing bonded debt upon annexation?

- YES - If so, please indicate taxpayer cost in the space below.
- NO

C. Will the territory be subject to any new or additional taxes, benefit charges, or fees?

- YES - If so, please explain in the space below.
- NO

SECTION 7: ADDITIONAL INFORMATION

1. ENVIRONMENTAL ANALYSIS

A. Identify the CEQA lead agency for this project: _____

B. What type of CEQA document was prepared for the project?

- Notice of Exemption
(CEQA Guidelines Section: _____ Class Title: _____)
- Negative Declaration
- Mitigated Negative Declaration
- Environmental Impact Report

C. If an EIR was prepared, were Statements of Overriding Considerations adopted?

- Yes – For which specific impacts? Detail in space below.
- No

2. Regional Housing Needs

A. Is the proposal needed for the County to meet its RHNA obligation?

YES NO

B. Does the County’s housing element identify the site as one that is needed to meet its RHNA obligation?

YES NO

3. Is there an unincorporated community or neighborhood with an average annual median household income that is less than 80% of the statewide annual median household income within, or adjacent to, the proposal area?

YES NO

A. If yes, please answer the following:

i. Describe its location/name:

ii. Does the district currently provide any services to this community, and if so, what services? YES NO

iii. Is the community within the proposal area?

YES

NO – Does the district have any plans to annex this community in the future? If so when; if not, why not?

4. INDEMNIFICATION: LAFCO requires that applicants indemnify LAFCO from litigation costs as a condition of all approvals. Contact LAFCO staff if you have any questions. A separate indemnification is required to be submitted as a part of the application process.

A. Indemnification form submitted with application? YES NO

5. PROPONENT INFORMATION

LAFCO will consider the person signing this application as the proponent of the proposed action(s). Notices and other communications regarding this application will be directed to the proponent at:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ **E-MAIL:** _____

SIGNATURE _____ **DATE** _____

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INDEMNITY AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, hold harmless and release the Mono County Local Agency Formation Commission (LAFCO), its officers, employees, attorneys, or agents from any claim, action or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul, in whole or in part, LAFCO's action on the proposal or on the environmental documents submitted to support it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney fees, and expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the application.

Date: _____

APPLICANT OR APPLICANT'S REPRESENTATIVE:

(Proof of authority to sign must be provided)

Signature: _____

Name: _____

Agency: _____

Title: _____

Address: _____

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JURISDICTIONAL CONSULTATION FORM

Completion of this Jurisdictional Consultation Form is necessary if there are jurisdictional issues associated with a pending or future LAFCO application. The purpose of the jurisdictional consultation procedure is to encourage the early identification and resolution of jurisdictional issues and concerns. To assist LAFCO staff in the review of your LAFCO application and to determine whether adequate measures have been taken to identify and resolve issues, please respond to the following questions.

1. What jurisdictional issues pertain to the LAFCO proposal or pending LAFCO action?

- a. Differing development standards between existing and proposed service providers or jurisdictions;
- b. Existing and/or planned land uses and zoning, including densities, community character, and appropriate jurisdictional transition areas;
- c. Existing and/or planned provision of governmental services, including any potential impacts to service levels or financial ability to sustain service levels;

2. What parties (local agencies or organizations) are opposed to the proposed LAFCO action?

3. Are there any other local community or governmental concerns associated with the LAFCO proposal or pending LAFCO action?

- YES – If yes, Please specify in the space below.
- NO

4. Respond to the following for efforts that have been taken to resolve jurisdictional issues:

a. List the dates of any meetings/discussions held to resolve jurisdictional issues:

b. List the jurisdictions and organizations that participated in the meetings/ discussions:

c. What was the outcome of the meetings/discussions:

5. If the jurisdictional issues were not resolved, discuss whether additional consultation is needed and a preferred outcome:

6. If the parties resolved the issues associated with the pending or future LAFCO action, then sign the statement (below) and return this form and any applicable agreements that have been reached.

As a representative/proponent of the proposed LAFCO action (e.g., annexation, detachment, sphere change, etc.), I believe the jurisdictional issues associated with this LAFCO proposal:

- Have been **resolved**
- Have **not been resolved**

Attach is a copy of the related **agreement or other document demonstrating that jurisdictional issues have been satisfactorily resolved.**

Signature of Proponent

Print Name

Telephone

Date