



ANNEXATIONS

Annexation involves the inclusion of a parcel(s) of land within the incorporated City limits. In order to propose annexation, the following is required: (1) The annexation must be consistent with State Law (California Government Code 56000 et. seq.), the City's Municipal Services Review (MSR), and any other City policies which might regulate annexation applications; and (2) the site must be pre-zoned to a city zoning designation. The Solano County Local Agency Formation Commission (LAFCO) has the authority to approve or deny all annexation requests. A separate Petition of Annexation must be filed with LAFCO. Visit www.solanolaftco.com for more information pertaining to LAFCO and LAFCO's application process.

SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full-size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Detailed Project Description

A written description of the proposed project shall be submitted with the application. At minimum, the letter shall describe the annexation area and reasons for annexation.

LAFCO Materials

One complete set (copy) of all LAFCO application materials, including the petition, maps, legal description, etc., required by LAFCO. In addition, the following supplementary materials are required:

1. Five (5) 8.5x11" maps indicating the location and address of all structures on the site(s).
2. Five (5) 8.5x11" photocopies of each map required by LAFCO.
3. One (1) full-size reproducible mylar copy of each map required by LAFCO.

Property Owner Notification List

A mailing list and adhesive labels of all property owners and site occupants within the annexation area and all project representatives shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Registered Voter Notification List

If a proposed annexation area is inhabited by 12 or more registered voters, a list of all registered voters must be provided on self-adhesive mailing labels. The list shall contain the registered voter name and mailing address. This requirement is waived if there are less than 12 registered voters in the annexation area.

State Board of Equalization Fee

After an annexation is approved by LAFCO, the applicant will be required to submit a fee, calculated by LAFCO staff, to cover the filing fee associated with the filing of the annexation with the State Board of Equalization.

Solano County Files

Copy of all information in the Solano County Building Division Address file(s) (Pertains only to annexations of developed property.)

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.