



MUNICIPAL SERVICE REVIEW (MSR) AMENDMENT

The Municipal Service Review (MSR) is a policy document required by the Solano County Local Agency Formation Commission (LAFCO) which identifies the City's near term and long-term annexation areas and addresses the City's ability to provide City infrastructure and services to these areas. An amendment to the CAP must be consistent with the General Plan and Sphere of Influence. If the amendment is approved by the City Council, it is then reviewed by LAFCO for consistency with LAFCO guidelines. LAFCO has the authority to approve or deny amendments to the MSR. A separate application and fee must be filed by the applicant with LAFCO. Visit www.solanolafco.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.

Illustrations

The type of illustrations will be determined by the Community Development Director and will depend on the nature of the proposed amendment. Five (5) 8.5x11" copies are required for each map submitted.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site 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.

Electronic Copies

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