### FILING REQUIREMENTS FOR SUBMITTING

BOUNDARY CHANGE APPLICATIONS

An application submitted to Contra Costa LAFCO should contain the following components:

 \_\_\_\_\_ **Electronic documents/files for each of the following items (on CD or by email) (the numbers noted after each item indicates the number of *paper* copies needed)**

 \_\_\_\_\_  **Cover letter listing the materials being submitted** (1 copy)

 \_\_\_\_\_ **Resolution of Application (or signed registered voter or landowner petition)** (1 copy)

 \_\_\_\_\_ **Completed Proposal Questionnaire** (1 copy)

 \_\_\_\_\_ **Completed Sphere of Influence Questionnaire, if needed** (1 copy)

 \_\_\_\_\_ **Assessor Parcel Map with application area highlighted in color** (1 copy)

 \_\_\_\_\_ **A Map showing the area proposed for annexation in proximity to the City and/or District boundary and sphere of influence** (1 copy)

 **\_\_\_\_\_ 300 foot radius Map with Assessor Parcel Numbers** (1 copy)

 \_\_\_\_\_ **Map and legal description** (2 copies of each)

 **Alphabetical list of streets with address ranges –** City boundary changes only (1 copy)

 \_\_\_\_\_ **Certified EIR** (1 hard copy + electronic file) or **Negative Declaration** (1 hard copy + electronic file)

***AND* Notice of Determination** OR **Notice of Exemption** (1 copy)

 \_\_\_\_ ***Copy of proof (receipt) of Fish and Wildlife filing*, (filing fee payment to be paid later)** (1 copy)

 \_\_\_\_\_ **List of current and any known future landowners or lessees** (1 copy)

(for any boundary change related to land use development projects)

 \_\_\_\_\_ **Excel spreadsheets** for 1) affected property owners and 2) registered voters and for 3) property owners and 4) registered voters within 300 feet (separated by the four categories) with *mailing addresses* rather than property addresses if applicable

 \_\_\_\_\_ **LAFCO processing fees** (in accordance with current LAFCO fee schedule)

 \_\_\_\_\_ **$1,200 map check deposit** (payable to County of Contra Costa)

 \_\_\_\_\_ **Indemnification Agreement** (*to be provided by LAFCO upon receipt of proposal*)

 **\_\_\_\_\_ Pertinent reports, studies and other information that will assist the LAFCO staff and Commission in understanding the application** (1 copy)

 \_\_\_\_\_ **Financial Disclosure Statement** (per Government Code §84308 of the Political Reform Act) (1 copy)

Applications should comply with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Environmental Quality Act, Contra Costa LAFCO Commissioner Handbook, and all relevant codes and regulations. LAFCO application forms, policies and procedures are available on the LAFCO website at <http://www.contracostalafco.org/documents.htm>. Please contact the LAFCO office if you have questions regarding filing requirements or procedures.