### Cover letter listing materials being submitted

(Date)

Lou Ann Texeira

Executive Officer

Contra Costa LAFCO

40 Muir Road, First Floor

Martinez CA 94553

Subject: **Proposed Annexation to the**  *or*

**Proposed Reorganization: Annexation to the and [Annexation to/Detachment from] the** *or*

**Other proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Ms. Texeira:

The undersigned hereby requests approval of this proposal as described in the attached materials. It is proposed to process this application under the provisions of the Cortese/ Knox/Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.).

Enclosed in support of this proposal are the following:

1. Resolution of application adopted by the on

or Petition signed by landowners or registered voters within the affected territory

1. Completed Appropriate LAFCO Proposal Questionnaire
2. Assessor Parcel Map with application area highlighted
3. A map showing the area proposed for annexation/reorganization/incorporation in proximity to the City and/or District boundary and sphere of influence (if applicable)
4. Map and legal description of the application area
5. 300 foot radius Map with Assessor Parcel Numbers (if applicable)
6. Certified EIR (10 “hard” copies and 6 disk) or Negative Declaration (same) AND Notice of Determination (1 copy) OR Notice of Exemption (1 copy)
7. List of current and any know future landowners or lessees (if applicable)
8. Excel spreadsheets for affected property owners and registered voters and for property owners and registered voters within 300 feet (separated by category) with *mailing addresses* rather than property addresses) (if applicable)
9. Check payable to Contra Costa LAFCO for $ for LAFCO processing fee
10. Financial Disclosure Statement (per Government Code §84308 of the Political Reform Act)
11. Check payable to Contra Costa County Clerk for $50.00 (*to be submitted at a later date*)
12. Check payable to State Board of Equalization filing fee (*to be submitted at a later date*)
13. Indemnification Agreement (*to be provided by LAFCO upon receipt of proposal*)

[Include this sentence if applicable] I hereby affirm that written consent has been given to this boundary change by all of the landowners included within the boundaries.

[Add this sentence if applicable] I hereby affirm that the (names of agencies whose boundary is being changed) consent(s) to the waiver of conducting authority procedures.

If you have any questions regarding this proposal, please contact

(Name and title)