

**TULARE COUNTY LAFCO APPLICATION CHECKLIST – Form E-1**

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CITY/DISTRICT

DATE RECEIVED

CASE NUMBER

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**A COMPLETE PROPOSAL PACKAGE MUST INCLUDE:**

- ( ) 4 copies of the Proposal Questionnaire (*Form E-4*)
  - ( ) 4 copies of the Map (*Refer to Form E-7*)
  - ( ) 4 copies of the Legal Description (*Refer to Form E-6*)
  - ( ) 4 copies of the CEQA Environmental Assessment  
(4 CDs and 1 hard copy may be provided for EIRs)
  - ( ) 4 copies of the CEQA Environmental Finding
  - ( ) 1 copy of the Dept. of Fish and Wildlife NOD receipt
  - ( ) 4 certified copies of the Initiating Resolution/Petition (*Refer to Form E-5*)
  - ( ) 4 copies of the Plan for Services (*Refer to Policy C-1*)
  - ( ) A signed consent form for each assessment parcel providing consent
  - ( ) Non-refundable filing fee payable to Tulare County LAFCo (*Refer to Policy B-2*)
  - ( ) Evidence of completed pre-noticing (if applicable)
  - ( ) For City undeveloped residential annexations, the most recent annual progress report on implementation of its housing element unless it was already submitted with a previous application. (*Refer to GC Section 65400(b)(2)*)
  - ( ) A signed Indemnification Agreement (*Form E-8*)
  - ( ) A completed Financial Disclosure Statement (*Form E-9*)
  - ( ) A digital file of the documents listed above (Zip folder, cloud storage, USB, etc.)
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COMPLETE AS SUBMITTED: YES \_\_\_ NO \_\_\_

**COMMENTS:**

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**LANDOWNER PROTEST**

In accordance with Part 3, Division 3, Title 5 of the California Government Code (Section 56000 et seq.), the undersigned hereby protest the following change of organization or reorganization:

LAFCo Proposal or  
Reference Number \_\_\_\_\_

Only signatures dated and submitted between the date of publication of the hearing notice and the conclusion of the protest hearing will be considered in ascertaining the Value of written protests (Government Code § 57051).

**Each of the undersigned states:**

- I personally signed this protest as landowner of affected territory.
- I have provided an address or description sufficient to identify the location of the property.
- I personally affixed hereto the date of my signature.

Name of Landowner and Mailing Address	Address and/or Assessor's Parcel Number	Date Signed	Official Use
Signature _____  Printed Name _____			
Signature _____  Printed Name _____			
Signature _____  Printed Name _____			

**REGISTERED VOTER PROTEST**

In accordance with Part 3, Division 3, Title 5 of the California Government Code (Section 56000 et seq.), the undersigned hereby protest the following change of organization or reorganization:

LAFCo Proposal or  
Reference Number \_\_\_\_\_

Only signatures dated and submitted between the date of publication of the hearing notice and the conclusion of the protest hearing will be considered in ascertaining the Value of written protests (Government Code § 57051).

**Each of the undersigned states:**

- I personally signed this protest as registered voter of affected territory.
- I personally affixed hereto the date of my signing this protest and place of residence, or if no street or number exists, then a designation of my place of residence that will enable the location to be readily ascertainable.
- My residence and address are correctly written after my name.

Name of Landowner and Mailing Address	Residence Address	Date Signed	Official Use
Signature _____  Printed Name _____			
Signature _____  Printed Name _____			
Signature _____  Printed Name _____			

**TULARE COUNTY LOCAL AGENCY FORMATION COMMISSION  
PROPOSAL QUESTIONNAIRE**

**A. GENERAL**    GC §§56652(b)&(d), 56668(i), 56654(b), Policy B-1

1. Type of Proposal: (Annexation, Detachment, Merger, Consolidation, etc.)
2. Title of Proposal:
3. Statutory provisions governing proceedings which will be initiated if application is approved:
4. Describe, generally, the location of the subject territory:
5. Has notice of this proposal been provided to all affected districts/agencies? If so, please attach a copy of the notice, a list of the districts/agencies the notice was provided to and any comments received from those districts/agencies.
6. Has the applicant or applicant's agent met with LAFCO staff prior to submission of this proposal? *[A pre-consultation meeting is required pursuant to Tulare County LAFCO Policy B-1]* YES \_\_\_ NO \_\_\_

**B. LAND USE**    GC §§56668(a)(g)(h), Policy C-1

1. Site Information: *(Please include acreages for proposed zoning and General Plan designations and the number and types of existing and proposed structures in the subject territory)*

	<b>Existing</b>	<b>Proposed</b>
<b>Zoning Designation</b>		
<b>General Plan Designation</b>		
<b>Uses</b>		

2. Surrounding Land Uses and Zoning and General Plan Designations:

	Zoning Designation	General Plan Designation	Existing Use
North			
South			
East			
West			

3. Is the project entirely within the City/District Sphere of Influence? If no, a SOI Amendment may be required. Please refer to LAFCO Policy C-5.

YES \_\_\_ NO \_\_\_

**C. PHYSICAL FEATURES** GC §56668(a), Policy C-1

1. Description of General Topography:
2. Describe natural boundaries such as rivers, mountains, etc:
3. Designate and describe, generally, the major highways and streets, the rivers, drainage basins, flood control channels, and similar features within and adjacent to the subject territory:

**CI. AGRICULTURE AND OPEN SPACE** GC §§56668(d)&(e), 56377, 56749, 56753.5, 56754, 56856, 56856.5, 51243.5, Policy C-1

1. Is the site under Williamson Act contract? (If yes, please answer 2 to 6. If no, skip to 7.) YES \_\_\_ NO \_\_\_
2. Please list the following information:  
Preserve Number(s):  
Contract Number(s):
3. Did the City protest the execution of the contract(s)? *If yes, please attach the City Resolution protesting the contract(s).* YES \_\_\_ NO \_\_\_
4. Does the City intend to succeed or not to succeed to the contract(s)? *The City's intent should also be included in its Resolution of Application.* SUCCEED \_\_\_ NOT SUCCEED \_\_\_
5. Has a Notice of Non-Renewal been submitted for the contract(s)? If so, when was the notice filed with the County? YES \_\_\_ NO \_\_\_

6. Has an application for cancellation been submitted? If so, what is the status of the application? YES NO \_\_ STATUS:
7. Is the site subject to an open space or agricultural easement? *If yes, please describe:*  
YES NO \_\_ DESCRIPTION:
8. Please provide the applicable information below or attach in a separate document (note: commercial & industrial acreage information doesn't need to be provided for a fully residential annexation):

	<b>Total amount of land (gross acres) designated within City (in its General Plan)</b>	<b>Developed land (gross acres) in the City within each General Plan category</b>
<b>Residential</b>		
<b>Commercial</b>		
<b>Industrial</b>		

Please note if there are any recently approved annexations that are included or excluded in these figures.

9. Is there any non-residentially zoned land that is inhabited within the City? If yes, please list the acreage, land use designations and estimated number of inhabitants.  
YES NO \_\_ DETAILS:

**E. POPULATION** GC §§56668(a), 56046, Policy C-1

1. Estimated total population of subject territory: (Indicate source of your information.)
2. Do more than 12 registered voters reside within the subject territory? (Inhabited – 12 or more voters or Uninhabited – less than 12 voters)  
YES NO

**F. GOVERNMENTAL SERVICES AND CONTROLS** GC §§56668(a),(b)&(k), Policy C-1

1. Indicate which of the following governmental services and controls, and any other governmental services and controls which you deem significant, that are now available in the subject territory, which agency now provides such services, and which agency will provide such services after the proposed action:

**Agency providing service**

Service	Now	After	Method of finance
Police Protection			
Fire Protection			
Water Supply			
Sewage Disposal			
Street Lighting			
Street Maintenance			
Planning/Zoning			
Garbage Disposal			
Other Services:			

2. Describe the governmental services and controls that are needed and are not provided in the subject territory, or which should be provided at an increased level, indicating which services and controls can be provided as a result of the proposed action, and how the cost of such services and controls will be met (property taxes, connection fees, special assessment districts, or other means):
  
3. What is the present property tax rate in the subject territory?
  
4. What is the likelihood of significant residential, commercial, industrial, and other urban growth in the subject territory and in adjacent incorporated and unincorporated areas during the next ten years? Explain your answer.
  
5. What are the probable future needs for governmental services and controls in the subject territory during the next ten years or the foreseeable future?
  
6. Will the domestic water supplier be a privately owned public utility? If yes, please attach a 'will-serve' letter.  
 YES NO

**G. BOUNDARIES OF TERRITORY** GC §§56668(f), 56744, 56375(m), Policies C-1 & C-10

1. Do the boundaries of the territory described in the proposal conform with lines of ownership and assessment? If the answer is "no", indicate the parcel or parcels which are divided by the proposed boundaries and state reasons why the proposed boundaries were not laid out to conform to lines of ownership and assessment.  
 YES NO DIVIDED PARCELS:

2. Has any of all of the subject territory been included within a proposal undertaken under the same provisions of law, which was disapproved by the Local Agency Formation Commission within one year preceding the filing of this application? If the answer is "yes", identify the proposal and attach a description of the territory involved in the former proposal.  
YES NO PROPOSAL NO.

3. (To be answered only in connection with city annexations.)

Will the annexation of the territory described in the proposal result in the creation of an island, or a strip or corridor of unincorporated territory, completely or substantially surrounded by the annexing city?

If your answer is "yes", provide the following information:

- a. Describe, generally, boundaries of island, strip or corridor and designate on map attached to application.
- b. Characteristics of island, strip or corridor:  
Acres:  
Population:  
Population density (per acre):  
Total Assessed Valuation (land and improvements):  
Land Use in Surrounding Territory:
- c. Describe present and proposed sewer and water services within the island, strip or corridor:
- d. Why was the island, strip or corridor not included within the boundaries of the proposal?
- e. Could this island, strip or corridor reasonably be annexed to another city or reasonably be incorporated as a new city? Explain.
- f. Explain fully how the application of the restrictions of Government Code Section 56744 would be detrimental to the orderly development of the community.



**H. ASSESSED VALUATION IN SUBJECT TERRITORY** GC§56668(a), Policy C-1

1. Land: \_\_\_\_\_
2. Improvements: \_\_\_\_\_
3. Estimated per capita assessed valuation: \_\_\_\_\_

**I. ENVIRONMENTAL IMPACTS** California Environmental Quality Act of 1970, Policy B-3

1. Who is the lead agency for this proposal?
2. What type of environmental document has been prepared?  
  
None, Categorically Exempt – Class \_\_\_\_\_  
  
\_\_\_\_ Negative Declaration  
\_\_\_\_ Mitigated Negative Declaration  
\_\_\_\_ Environmental Impact Report  
\_\_\_\_ Subsequent use of a previous EIR  
\_\_\_\_ Other, Please specify:
3. If an EIR has been prepared, attach the lead agency’s resolution listing significant impacts anticipated from the project, mitigation measures adopted to reduce or avoid significant impacts and, if adopted, a “Statement of Overriding Considerations”.

**J. LANDOWNER AND AGENCY CONSENT** GC §56663(c), Policy C-4

1. Have all property owners involved with the proposal given their written consent? Please attach consent forms.

**K. HOUSING** GC §56668(l), Policy C-1 (only applicable for residential annexations)

1. Describe how the proposal will assist the County or the City in achieving its fair share of the regional housing needs as determined by the Tulare County Association of Governments (TCAG).
2. Please indicate what income groups the proposal will assist:  
  
\_\_\_\_ Very Low    \_\_\_\_ Low    \_\_\_\_ Moderate    \_\_\_\_ Above Moderate
3. For City residential annexations, please provide the most recent annual progress report sent to the state regarding the meeting of the City’s share of regional housing needs, unless it was already provided for a recent annexation (reference GC §65400(b)(2)).

**L. EFFECT OF PROPOSED ACTION AND ALTERNATE ACTIONS**

*GC §56668(c), Policy C-1*

What will be the probable effects of the proposed action and of alternative actions on the following: (Elaborate. It is not sufficient to merely state "not applicable" or "no effect"):

1. The cost and adequacy of governmental services and controls in the subject territory and adjacent areas:
2. The general social and economic interests of the community. (Explain, generally, how the social and economic interests of the subject territory, the city, and the county will be benefited or adversely affected):
3. The local governmental structure of the county. (Explain, generally, how the proposed action will contribute to the logical and reasonable development of local governmental structures of the County):

**M. SPECIAL REVENUES** *GC §§56668(b)&(j), 56886*

1. Does the city or special district have plans to establish any new assessment districts, service charges, or other means to pay for new or extended services to this area?
2. Will the area assume liability for any existing bonded debt upon annexation? If so, please indicate taxpayer cost:
3. Will the territory be subject to any new or additional special taxes, benefit charges or fees? If so, please explain:

**N. TERMS AND CONDITIONS** *GC §56886*

The proposal is to be subject to the following terms and conditions:

**O. NAME EACH CITY OR DISTRICT LOCATED WHOLLY OR PARTIALLY WITHIN THE BOUNDRIES OF THE SUBJECT TERRITORY:** *GC §56658(b)(1)*

**P. MAILED NOTICE OF HEARING** GC §56652(f)

List names and addresses of the officers or persons, not to exceed three in number, who are to be furnished with copies of the Executive Officer's report and who are to be given mailed notice of hearing:

	NAME	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____

**Q. APPLICANT**

State name and address of applicant(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**R. SIGNATURE(S) OF PERSON(S) COMPLETING QUESTIONNAIRE**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No: \_\_\_\_\_

**S. APPLICATION PACKAGE REQUIREMENTS** GC §§56652, 56653, 56654, 56668, CEQA, Policies C-1 to C-4, Forms E-1 & E-4 to E-9

13 Copies of the following:

- Proposal Questionnaire
- Legal Description and Map (Please reference Forms E-6 & E-7)
- CEQA Environmental Assessment

- CEQA Environmental Finding
- Certified Resolution of Application/Petition
- Plan for Services
- Certified General Plan Amendment Resolution (if applicable)

Other requirements:

- A signed (by all owners of record) consent form for each assessment parcel providing consent
- Non-refundable filing fee payable to Tulare County LAFCo (See Fee Schedule)
- Evidence of completed pre-noticing (if applicable)
- For City residential annexations, the most recently available annual progress report on implementation of its housing element (unless already provided in a previous annexation)
- A signed indemnification agreement (Form E-8)
- Disclosure information regarding persons/entities involved in the proposal (Form E-9)
- Department of Fish and Wildlife receipt for the environmental document filing

**RESOLUTION OF APPLICATION**

§ 56654

A proposal for a change of organization or reorganization may be made by the adoption of a resolution of application by the legislative body of an affected local agency.

The following is a sample resolution form acceptable to the Tulare County Local Agency Formation Commission.

**Resolution No. \_\_\_\_\_**

**A RESOLUTION OF APPLICATION  
BY THE CITY OF (OR) THE DISTRICT  
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION  
TO TAKE PROCEEDINGS FOR THE  
(Name of Proposal)**

RESOLVED, by the City Council of the City of \_\_\_\_\_ (or) the Board of Directors of the \_\_\_\_\_ District, that

WHEREAS, the City of \_\_\_\_\_ (or) the Board of Directors of the \_\_\_\_\_ District desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code, for the (Name of Proposal); and

WHEREAS, the territory proposed to be is inhabited/uninhabited, and a description of the external boundary of the territory is set forth in Exhibit attached hereto and by this reference incorporated herein; and

WHEREAS, this proposal is/is not consistent with the sphere(s) of influence for the affected city and/or district(s); and

WHEREAS, the reasons for this proposed are as follows:

; and

WHEREAS, it is desired to provide that the proposed \_\_\_\_\_ be subject to the following terms and conditions:

NOW, THEREFORE, this Resolution of Application is hereby adopted and approved by the City Council of the City of (or) the Board of Directors of the District. The Local Agency Formation Commission of Tulare County is hereby requested to take proceedings for the of territory as described in Exhibit , according to the terms and

conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

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Passed and adopted by the City Council of the City of \_\_\_\_\_ (or) the Board of Directors of the District at a regular/special meeting thereof held on \_\_\_\_\_, 19\_\_\_\_\_, by the following vote:

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## REQUIREMENTS FOR METES AND BOUNDS LEGAL DESCRIPTION

Descriptions of the territory that are filed with the Board's Tax Area Service Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law. Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the Board. Boundary descriptions that merely cite recorded documents or refer to assessor's parcel numbers will not be accepted. Any supporting documents may be used as reference only and cannot be used as a substitution. Written geographic descriptions shall conform to the following specifications:

1. Every written description must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted. The TASS cartographic staff must be able to plot the boundaries from the written description alone.
2. The written description shall be of the project area only. If a complete description of the special district is filed, the project area shall be clearly identified in a separate document.
3. The geographic description shall:
  - a. State the township and range, section number(s) or rancho(s)
  - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of a street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or recorded survey map. It is preferable that the POB be the point of departure from an existing district boundary (when applicable).
  - c. Be expressed as a specific parcel description in sectionalized land (e.g., The SW 1/4 of Section 22, T1N, R1W) or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.

Following are examples of unacceptable and acceptable descriptions:

Unacceptable (*This description refers only to extraneous documents and does not stand alone.*)

"From a point of beginning, northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence easterly to

the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds...”

Acceptable (*This is the same description with the courses numbered and the bearings and distances added.*)

“From the point of beginning:

Course 1. North 1 18’56” West a distance of 150’ to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence,

Course 2. North 85 7’56” West a distance of 75’ to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds, thence...”

4. The written description shall state the acreage for each separate single area (see Definitions and Special Fee Provisions for the definition of a single area) and a combined total acreage of the project area.

Example: “Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less.”

5. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

Further information can be found here:

<http://www.boe.ca.gov.proptaxes/pdf/jurboundaryreq.pdf>



## REQUIREMENTS FOR MAPS

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications:

1. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.
2. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.
3. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
4. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
5. Every map must clearly show all existing streets, roads and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
6. Every map shall bear a scale and a north arrow. The point of beginning shall be clearly shown and match the written description.
7. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
8. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.
9. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
10. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.

11. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform,. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. TASS has standardized the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area(s).

Further information can be found here:

<http://www.boe.ca.gov.proptaxes/pdf/jurboundaryreq.pdf>

**Application Indemnification Agreement**

Project Title: \_\_\_\_\_

Applicant(s) shall indemnify, defend, and hold harmless the Tulare County Local Agency Formation Commission (“LAFCO” or the “Commission”) from and against any claims, actions, or proceedings for damages, losses, attorneys’ fees, private attorney general fees and/or costs awarded to any party against LAFCO to attack, set aside, void, or annul any findings, resolutions, entitlements, certifications under the California Environmental Quality Act (“CEQA”) or other environmental review, and approvals by LAFCO given in regard to the Project described or identified in this Application and any other related proceedings (hereinafter referred to collectively as “Project” which includes annexations, reorganizations, detachments, dissolutions, formations, mergers, consolidations, sphere of influence amendments and extraterritorial service agreements), or to impose personal liability against such LAFCO commissioners, officers, employees, agents, or attorneys resulting from their official involvement in any Project proceedings, including any claims, actions or proceedings for any damages, losses, attorneys’ fees, private attorney general fees and/or costs awarded to any party and against LAFCO.

For the purposes of this Agreement, the term “Applicant” shall include all parties applying for discretionary approval of the Project, including but not limited to the subject agency or agencies (the district(s) and/or city for which a change of organization or reorganization is proposed), the owner or owners of the property or properties upon which the Project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)’ heir(s), assign(s), and successor(s)-in-interest to which this Agreement applies.

The undersigned Applicant(s) expressly warrant his/her/its/their authority to enter into this Agreement and bind all applicants and parties, including but not limited to the subject agency or agencies, owner or owners of any property or properties upon which the project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)’s heir(s), assign(s), and successors-in-interest. The Applicant(s) having read and considered the above provisions, indicate his/her/its/their agreement by their authorized signatures below.

Date:

Subject Agency: \_\_\_\_\_

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
City or District Manager

Printed Name: \_\_\_\_\_  
City or District Clerk

[If the Applicant is an Individual(s)]

Applicant:

By: \_\_\_\_\_ By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
"Applicant" "Applicant"

[If the Applicant is a general or limited partnership, use the following signature lines:]

Applicant:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
General Partner  
"Applicant"

[If the Applicant is a corporation, use the following signature lines:]

**Note: Pursuant to Corporations Code section 313 a contract with a corporation must be signed by one person from the following corporate officers: chairperson of the board, the president or any vice-president and must also be signed by a second person from the following corporate officers: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer unless the contract is accompanied by a certified copy of the Board of Directors resolution authorizing the execution of the contract by a single designated officer or person.**

Applicant:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
CEO or President or Vice President

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
CFO or Secretary or Treasurer

Tulare County Local Agency Formation Commission

Financial Disclosure Statement

In accordance with the requirements of the State of California Fair Political Practices Commission, this Statement of Disclosure form must be completed by each applicant or their agent for any application which will require discretionary action on the part of the Local Agency Formation Commission (reference Government Code §84308).

Entity is defined as: "Any firm, partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

Person is defined as: "Any individual"

- 1. List the names of all persons and/or entities having ownership interest in the property involved or any financial interest in the application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. If any entity identified pursuant to #1 is a corporation or partnership, list the names of all persons owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 3. If any entity identified pursuant to #1 is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization or as trustee or beneficiary or trustor of the trust:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 4. Has any person and/or entity identified pursuant to #1 had \$250 or more worth of business transacted with any Commissioner or Alternate or Commission staff person within the past 12 months? Yes No

If yes, please indicate the name(s) of the person/entity:

\_\_\_\_\_

\_\_\_\_\_

- 5. Has any person and/or entity identified pursuant to #1 or their agent, contributed \$250 or more to any Commissioner or Alternate within the past 12 months? Yes No

If yes, please indicate person(s), entity(s) or agent(s) making contribution:

\_\_\_\_\_

and name of Commissioner(s)/Alternate(s) receiving contribution:

\_\_\_\_\_

**I hereby certify under penalty or perjury that the above information is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Name/Title of Application

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Commissioners:**

**Pete Vander Poel, County Member (District 2)**

**Rick Feder, Public Member**

**Liz Wynn, City Member (Visalia)**

**Dennis Townsend, County Member (District 5)**

**Maribel Reynosa, City Member (Dinuba)**

**Alternates:**

**Larry Micari, County Alternate (District 1)**

**Steve Harrell, City Alternate (Tulare)**

**Fred Sheriff, Public Alternate**

**Staff:**

**Ben Giuliani, Executive Officer**

**Amie Kane, Staff Analyst**

**Matthew Pierce, Counsel**

<Date>

Dear <name of registered voter and/or landowner>

You are receiving this letter because your neighborhood is next to a proposed annexation to the City of <name of City>. The City is proposing to annex <insert description of annexation – size, purpose, etc.>. A map of the proposed annexation area is enclosed. The City would like to know your interest in also being annexed.

You are currently residing or own land in what is called unincorporated Tulare County. This means that the County of Tulare is responsible for services to your community. Annexation to the City of <name of City> would mean that the City would become responsible for many of the services to your community which may now be provided by the County. Please see the enclosed information regarding the services that the City provides, how the services are paid for and the timing of when you could expect those services to be provided if your neighborhood is annexed into the City.

Enclosed is an annexation survey and postage paid envelope <or postage paid post card if the survey can fit>. Please return it by <date>. The return of this survey is important because State law requires the City to file an application to annex your neighborhood unless the majority of registered voters are against it. If you have any additional questions or would like more information, please contact <city contact name, phone number, e-mail>. For Spanish translation services for the enclosed City service information, please contact <city contact name, phone number, e-mail>.

<Ending salutation>

Enclosures:

Proposed Annexation Map

City Services and Other Information

City Annexation Survey and Return Envelope <or City Annexation Survey Postcard>

*Cover Letter Notes:*

*-The second sentence in the second paragraph will need to be modified depending on ESAs or if the area is within a District that provides urban services.*

*Map Notes:*

*-The map should show the proposed annexation area and the disadvantaged community in context with the existing City boundaries.*

*City Information Enclosure:*

*-The City information enclosure should review all the types of urban-level services that would be provided including timing and financing. For example, police services would be provided immediately while other services would not (solid waste collection would transition after 5 years). Some services would be provided, like street-sweeping, that the County does not currently provide. Some cities have utility taxes that would need to be explained. Cities may use a variety*

*of ways to finance services, like lighting and maintenance districts or have certain requirements when properties need to be hooked into the sewer system.*

*-Zoning and land use should be discussed. For example, cities typically will grandfather-in existing legal County uses.*

*-Information about City Council elections should be included. For example, while their address may say "City of X" that they are not currently part of the City and do not currently have a voice in City government. Also, one city already elects their council by wards while others are currently moving in that direction.*



<Date>

Estimado <name of registered voter and/or landowner>

Ha recibido esta carta porque su vecindario esta cerca de una anexión propuesta en la Ciudad de <name of City>. La ciudad esta proponiendo anexar <insert description of annexation – size, purpose, etc.>. Un mapa de la anexión propuesta esta adjunto con esta carta. La ciudad también quiere saber su interés en ser anexado.

Actualmente esta viviendo en lo que es llamado la área no incorporada de el Condado de Tulare. Por esta razón el Condado de Tulare es responsable por servicios a su comunidad. Anexión a la ciudad <name of City> resultara en que la ciudad se haga responsable por muchos de los servicios a su comunidad que actualmente pueden ser proveidos por el Condado. Por favor mire la información incluida acerca de los servicios que la ciudad pueda proveer y como estos servicios son pagados y cuando debe de esperar que estos servicios sean proveídos si su vecindario es anexado.

Incluido esta una encuesta de anexión y un sobre pre pagado <or postage paid post card if the survey can fit>. Por favor devuelva antes de el <date>. El regreso de esta encuesta es importante porque las leyes del estado requieren que la ciudad archive una aplicación para anexar su vecindario a menos que la mayoría de los residentes estén contra la anexión. Si tiene preguntas adicionales o quiere mas información, por favor contacte a <city contact name, phone number, e-mail>. Para servicios de traducción en español sobre los servicios de la ciudad, contacte a <city contact name, phone number, e-mail>.

<Ending salutation>

Documentos:

Mapa Propuesta de Anexión

Servicios de la Ciudad y Otra información

Encuesta de Anexión y Sobre de Regreso <or City Annexation Survey Postcard>

City of X Annexation Survey

Please fill out this survey after reading the enclosed information regarding City services and potential annexation into the City of X.

Would you like to be annexed to the City of X?

- Yes, I would like my property/residence to be annexed.
No, I do not want my property/residence to be annexed.
I don't care, it doesn't matter to me if my property/residence is in the City or County.
I don't know, I would like more information regarding annexation.

Would you be interested in attending a public meeting to hear more about what annexation means?

- Yes
No

Contact information of the person(s) filling out this survey:

Name:
Address:
Phone or E-mail:

**Ciudad de X Encuesta De Anexión**

Por favor llene esta encuesta después de leer la información incluida sobre los servicios de la ciudad y la posibilidad de anexión a la Ciudad de X.

Le gustaría ser anexado a la Ciudad de X?

\_\_\_\_\_ **Si**, Me gustaría que mi propiedad/residencia sea anexada.

\_\_\_\_\_ **No**, No me gustaría que mi propiedad/residencia sea anexada.

\_\_\_\_\_ **No me importa**, no me importa que mi propiedad/residencia este en la ciudad o el condado.

\_\_\_\_\_ **No Se**, Me gustaría más información sobre la anexión.

Estará interesado en atender una ausencia publica para aprender mas sobre la anexión?

\_\_\_\_\_ **Si**

\_\_\_\_\_ **No**

Cuántas personas (18 años o mayor) residen en su vivienda?

\_\_\_\_\_

Información de contacto de las persona(s) llenando la encuesta:

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Teléfono o E-mail: \_\_\_\_\_

**CODE OF ETHICS**

The legislative intent for LAFCO is contained in Government Code Section 56001:

*The Legislature finds and declares that it is the policy of the state to encourage orderly growth and development which are essential to the social, fiscal, and economic well-being of the state. The Legislature recognizes that the logical formation and determination of local agency boundaries is an important factor in promoting orderly development and in balancing that development with sometimes competing state interests of discouraging urban sprawl, preserving open-space and prime agricultural lands, and efficiently extending government services. The Legislature also recognizes that providing housing for persons and families of all incomes is an important factor in promoting orderly development. Therefore, the Legislature further finds and declares that this policy should be effected by the logical formation and modification of the boundaries of local agencies, with a preference granted to accommodating additional growth within, or through the expansion of, the boundaries of those local agencies which can best accommodate and provide necessary governmental services and housing for persons and families of all incomes in the most efficient manner feasible.*

LAFCO is an independent commission and is not a part of or subordinate to the County, any city or any special district. Each Commissioner is independent in weighing and reviewing information and making determinations based upon the particular matter under review and in consideration of

LAFCO's underlying purposes, as provided by the law (GC §56331.4). As they carry out their LAFCO responsibilities, Commission members rely on the expertise and experiences they have gained while serving on their appointing agencies. However, members will base their decisions on the policies and requirements of LAFCO law and the best interests of all the citizens.

Rules of conduct have been adopted by the Commission in order to conduct its business in a productive, thoughtful manner. Participants in LAFCO proceedings are encouraged to be courteous and respectful. LAFCO expects to hear differing opinions and points of view during the course of its deliberations. Interruptions and discourteous comments will not be tolerated by the Commission. Additionally, Commissioners agree to actively listen to each other, to voice their opinions, and to be respectful of staff, the public, and fellow commission members. Commissioners further agree to focus discussion on issues and to conclude issues in a timely manner. Each member accepts responsibility to stay focused on issues germane to the topic.

Commissioner (or Alternate) Name

Signature

Date