



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-2937 • Fax (916) 874-2939

December 20, 2002

**TO:** Proponents of Any Change of Organization/Reorganization  
in the County of Sacramento

**FROM:** Peter Brundage, Executive Officer  
Sacramento Local Agency Formation Commission

**RE:** Sacramento LAFCo Application Form

Procedures pertaining to the processing and approval of applications by the Sacramento Local Agency Formation Commission are set forth in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 [Government Code Section 56000 et seq] and the California Environmental Quality Act.

Prior to the completion and submittal of an application, it is strongly recommended that the project proponent participate in a pre-application conference with staff. Participation will ensure that the applicant clearly understands the application requirements, possesses a basic understanding of the LAFCo process, and encounters a minimum of obstacles to processing which may occur if the application package is incomplete or contains errors.

During the pre-application conference, staff will review the requirements with the proponent and will inform the applicant of the need to provide additional information within 30 days of receipt of the filing.

For standards regarding the review of proposals before the Sacramento Local Agency Formation Commission, see Policies, Standards and Procedures for LAFCo, (adopted September 1990, Amended May, 1993.)

Attached are the application requirements for the most common types of proposals filed with the Sacramento Local Agency Formation Commission. [Annexation, detachment, reorganization, and consolidation proposals with special districts and cities in Sacramento County.] The attached is not a complete package of all the various types of forms, samples of petitions, and requirements necessary for all proposals that may come before LAFCo. The requirements have become more complicated since the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 made LAFCo not only the hearing body but the conducting authority body also.

Incorporation proposals are unique and complex and require a special set of explanations and instructions and also require that the proponents meet with the Executive Officer in order to clarify requirements prior to circulating petitions proposing incorporation.

If you have questions, you may call the Commission Clerk, Marilyn Flemmer, at (916) 874-6458, the Assistant Executive Officer Don Lockhart, at (916) 874-2937 or me, at (916) 874-5935.

Very truly yours,

***SACRAMENTO LOCAL AGENCY FORMATION COMMISSION***

A handwritten signature in cursive script that reads "Peter Brundage".

Peter Brundage  
Executive Officer

**Maf**  
(Applicant Package Cover Letter)

**APPLICATION REQUIREMENTS**  
**FOR SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**

1. A pre-application conference with staff.
2. A completed Application form which states the action to be taken in the proposal.
3. A metes and bounds legal description of the proposal territory.
4. One 8 ½ x 11 map which shows the overall proposal territory in relation to surrounding territory.
5. Cross-hatched, 8 ½ x 11 Assessor's Parcel Maps. If the proposal territory is exceptionally large, the size of the proposal territory should be discussed with staff. Reduced County of Sacramento Official Zoning maps are a possible alternative, however, the best solution is often to create one set of GIS Maps, required by the State Board of Equalization (requirements attached). The matter of maps may depend upon whether or not the change of organization must be filed with the State Board of Equalization. A pre-application conference with staff is the best way to make this determination.
6. Project maps (i.e., tentative subdivision project maps) are not required but helpful if the proponent wishes to submit them. Fourteen copies for Commission and staff.
7. One large display map is required for the Commission hearing. The map must show the proposal area clearly marked. A Sacramento County General Plan Land Use Map or a copy of a City General Plan Land Use Map may be used.
8. Any prior Environmental Documentation for the proposal project, should be submitted with the proposal. An Initial Study, will be conducted by LAFCo's consultant and the client will be billed.
9. A sheet of labels (which can be reproduced) of all property owners within the territory proposed for a change of organization, and for a 500' radius around the proposal territory, is required, for up to 999 property owners.
10. A Master Services Element which defines how services will be provided to the proposal territory by the proponent is required. The complexity of this requirement is determined by the elements of the proposal as well as the size of the project. See Policies, Standards and Procedures for LAFCo and discuss the matter with the staff.
11. City Annexations require an AB-8 Property Tax Exchange Agreement between the affected city and the County.

12. Sphere of Influence Request or Sphere of Influence Amendment: A Sphere of Influence is not a legal document, filed in the office of the Recorder, Assessor or State Board of Equalization. Therefore, a metes and bounds legal description and Assessor's Parcel maps are not required for such a request. However, a generalized legal description and an 8 ½ x 11 map which clearly indicates the area proposed for the Sphere, or Sphere Amendment, in addition to a display map, must accompany the application. If the Sphere of Influence request includes concurrent annexation (or reorganization) that is exactly the same territory as the Sphere request, the maps and legal description which meet the requirements for annexation are used (with no need for different maps and legal that designate Sphere of Influence). The pre-application conference with staff will assist the client with these issues.
13. Fees: The Sacramento Local Agency Formation Commission has a new fee schedule based on actual full cost. A copy of the Adopted Fee Schedule is enclosed in this packet. The client will be sent an Invoice for LAFCo Fees at the conclusion of the LAFCo process. The client may be sent an Invoice for environmental documentation fees prior to Commission hearing. The client is responsible for State Board of Equalization filing fees. They are collected by the Commission Clerk after the LAFCo conducting authority hearing and just prior to filing with the State Board of Equalization.
14. Application for Incorporation: An application for incorporation has many special requirements. It is imperative that proponents meet with staff prior to circulating petitions so that the lengthy and complicated process can be outlined and discussed between the client(s) and the Executive Officer.
15. The Sacramento Local Agency Formation Commission requires an Indemnification Agreement. (Sample attached.)

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