

**CITY OF GILROY
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

8/11/2011

INSTRUCTIONS FOR FILING AN ANNEXATION APPLICATION:

No application will be accepted as complete without all of the following:

1. A prior consultation with the Planning Division staff is a prerequisite to filing this application.
2. Uniform Application
3. Filing Fees (see Planning Application Fees)
4. Radius of Property.....**Division hourly rate**

Filing fees:

A. (City of Gilroy as Lead Agency)

City fees.....	\$5720.00
City staff includes the City Attorney and any delegates from their firm, and any fees incurred	
County Surveyor fees.....	\$2,000.00
County Assessor Fee Deposit.....	\$ 100.00
LAFCO fees.....	\$ 959.00 +SBE fees
Noticing costs (Not 100% Consent and Inhabited Proposals).....	\$ 50.00
Environmental Review - Categorical Exemption.....	\$ 514.00
(one of the following) - Publishing Costs.....	\$ 220.00 deposit
- Initial Study Review.....	\$4760.00 min. deposit*
- Neg Dec (LAFCO NOT Lead Agency)... \$	695.00
- Expanded Initial Study Review.....	\$7080.00 min. deposit*
- Environmental Impact Report Review (LAFCO NOT Lead Agency)	\$1251.00
- Environmental Impact Report Review....	10% of contract price with \$14770.00 minimum deposit
- Environmental Impact Report or Initial Study contract deposit.....	Actual contract cost + 10%
- Fish and Game fees that may be due as a result of an Initial Study (includes \$50 clerk fee).....	\$2060.25
OR an EIR (includes \$50 clerk fee).....	\$2842.25

OR (LAFCO as Lead Agency)

City fees.....	\$ 340.00
LAFCO fees (not 100% Consent Proposals).....	\$11868.00 + ER Fees +

SBE Fees

LAFCO fees (100% Consent Proposals).....	\$5914.00 + ER Fees +
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SBE Fees

Noticing costs (Not 100% Consent and Inhabited Proposals).....	\$ 50.00
Environmental Review - Initial Deposit.....	\$2060.00
- Categorical Exemption.....	\$ 514.00
- Initial Study/Neg. Dec.....	\$2780.00 deposit + actual costs
- Environmental Impact Report.....	\$2780.00 deposit + actual costs

Out of Agency Contract for Services (OACS) Requests.....	\$9670.00 deposit + actual Costs
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Pre-Application Meeting for district formations/incorporations.....	\$1562.00 + actual costs
District Formation, Consolidation, Dissolution and City Incorporation and Dissolution	\$11481.00 deposit + SBE Fees + actual costs
Reconsideration Requests.....	\$2619.00 deposit + actual Costs
Research Fees.....	\$ 173.00/Hour

All fees / deposits are payable at time the application is filed.

* Please make a check (\$1154) payable to LAFCO and one check payable to State Board of Equalization (SBE); see the SBE schedule of processing fees (based on acreage) included in the application packet to determine the SBE fee.

** Cost of individual change of organization applications varies depending on type of proposal and the type of environmental review needed. For example, a 100 % consent annexation that qualifies for a categorical exemption is \$5914.00. Please see SBE schedule of fees to determine the SBE fee.

*** Deposit fees are initial payments towards actual costs of processing applications. **Staff time spent on pre-application assistance will be counted toward the deposit.** Actual costs include staff time, any consultant fees and miscellaneous costs such as noticing, copying, etc. If actual costs are less than deposit, LAFCO will refund the difference to the applicant. If processing costs begin to exceed the deposit, additional fees are required. LAFCO approval will be conditional upon final payment within 35 days of LAFCO hearing date. If LAFCO is the Lead Agency and it is determined that the proposal requires a Negative Declaration or and EIR, an additional deposit of \$2780.00 is required. Payment of appropriate SBE fees is required where applicable; please see SBE fee schedule.

AND

B. State Board of Equalization: Less than 1 acre.....	\$ 300.00
1 to 5.99 acres.....	\$ 350.00
6 to 10 acres.....	\$ 500.00
11 to 20 acres.....	\$ 800.00
21 to 50 acres.....	\$1,200.00
51 to 100 acres.....	\$1,500.00
101 to 500 acres.....	\$2,000.00
501 to 1000 acres.....	\$2,500.00
1001 to 2000 acres.....	\$3,000.00
2001 and above.....	\$3,500.00
Consolidation per district or zone.....	\$ 300.00
Entire district transaction.....	\$ 300.00
Dissolution or Name Change.....	\$ 0.00

Annexation Application Instructions

- Application: Signed Originals..... 2 copies
- Legal description marked "Exhibit A" for identification..... 2 copies
(Metes and Bounds description preferred)
- Map of the property marked "Exhibit B" 20 copies
(delineated on an 8 1/2" x 11" sheet)

7. Two (2) maps of the area with streets labeled (See Exhibit 1)

ALL PLANS MUST BE PUT INTO COLLATED SETS, STAPLED AND FOLDED TO A SIZE NOT TO EXCEED 8 1/2 X 14 IN ORDER TO FIT INTO FILE FOLDERS OR THEY WILL BE RETURNED TO THE APPLICANT

8. A complete alphabetical list of all streets in the annexation, showing the beginning and ending street numbers. If a street is on the border of the annexation, indicate if the odd or even numbers are in the annexed area (See Exhibit 2)

9. Two (2) locator or vicinity maps which show the annexed area in relation to City boundaries (See Exhibit 1)

10. If the territory is undeveloped, a statement to that effect should be placed on the map.

11. Petition for Annexation (all original signatures)..... 4 copies

12. Initial Study (if previously submitted)..... 5 copies
(new)..... 20 copies
(30 copies if project abuts a State Highway)

13. Any other displays or information which the applicant believes may support the request.

A. The annexation map shall include:

1. Name of the property owner(s).

2. Name and address of the registered civil engineer or licensed land surveyor who prepared the map(s).

3. A small location map clearly locating the property within the community.

4. Mark the map "Exhibit B" for identification (requirement of County surveyor).

5. North arrow, scale, and date of preparation.

6. The names, locations, and widths of all adjacent streets.

7. Existing City limit line.

8. Boundary line of proposed annexation. (This area should be shaded at edges.)

9. Full dimensions of all property boundaries.

10. Locate point of beginning (P.O.B.) for written legal description.

11. Indicate size of property (ies) in acres.

12. Provide an enlargement for any property line irregularities. (Delineated on the same sheet.)

13. Any additional information which would illustrate the proposed annexation.

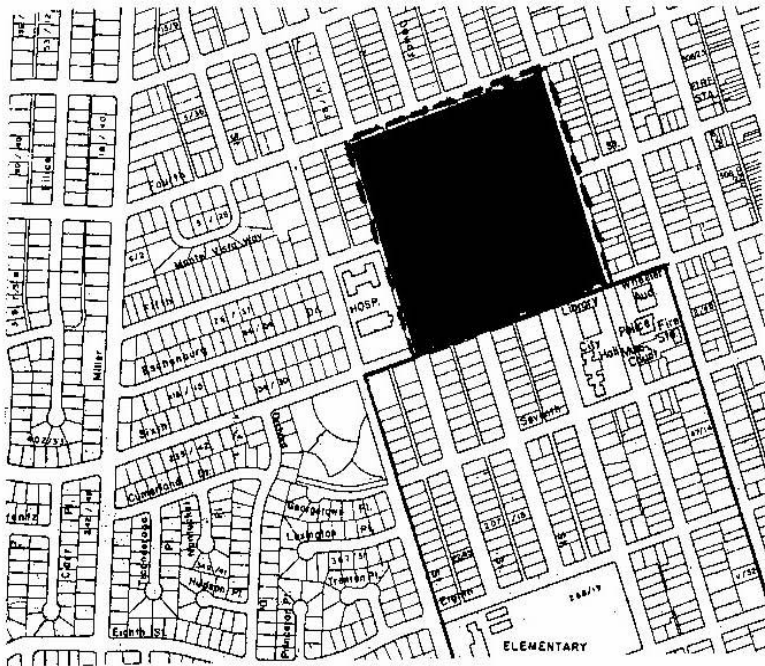


EXHIBIT 1

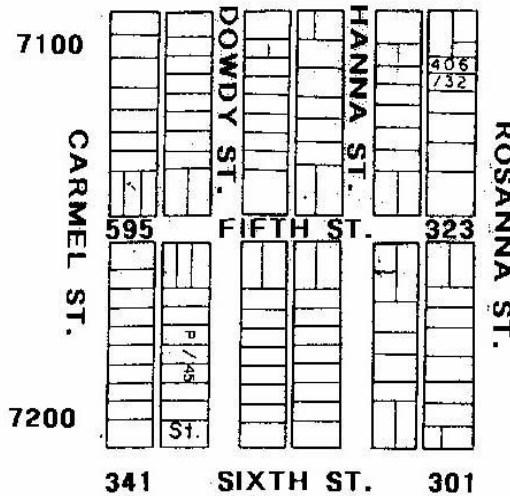
LOCATION MAP

LEGEND

————— **EXISTING CITY LIMITS**

- - - - - **ANNEXATION BOUNDARY**

■ **AREA TO BE ANNEXED**



SAMPLE LOCATION MAP AND SITE MAP

GILROY REORGANIZATION NO. 92-01

EXHIBIT 2

CITY OF GILROY REORGANIZATION NO. 92-01 STREET LISTING

<u>Street Name</u>	<u>Street Numbers</u>
Carmel St.	7100-7200 odd & even
Dowdy St.	7100-7200 odd & even
Hanna St.	7100-7200 odd & even
Rosanna St.	7100-7200 odd & even
Fifth St.	323-395 odd & even
Sixth St.	301-341 odd only

SAMPLE STREET LISTING

PART I

GENERAL INFORMATION

A. Property location: _____(see attached legal description and map)

B. Assessors parcel number(s): _____

C. Total acreage:

General Plan designation: _____

D. What pre-zoning, if any, has been applied to the property? _____

E. Parcels currently under contract with the County under the provisions of the Williamson Act (APN #'s):

F. What steps, if any, have been taken or are proposed to be taken to release the above parcel(s) from the Williamson contract? _____

G. Is the unincorporated territory proposed for annexation within the City of Gilroy's Urban Service Area (USA) and adopted by LAFCO? YES_____ NO_____

H. Does the proposed annexation/reorganization split any lines of assessment or property ownership?:
YES_____ NO_____

I. Does the proposed annexation create any island or area in which it would be difficult to provide City services?: YES_____ NO_____

J. Is the unincorporated territory proposed for annexation contiguous to existing City Limits?
YES_____ NO_____

K. Is the unincorporated territory proposed for annexation in the City's Sphere of Influence?
YES_____ NO_____

L. The reason for annexation:

M. List all the special assessment districts and County service areas that are located within the unincorporated territory proposed under this annexation request: **(Refer to the County Tax Rate Code Book for this information)**

1)_____ 4)_____

2)_____ 5)_____

3) _____ 6) _____

N. List all detachments from special assessment districts and/or County service areas which are proposed under this annexation/reorganization request:

1) _____ 2) _____

3) _____ 4) _____

PART II

SIGNATURES

All owners of land within the proposed annexation/reorganization that consent to this request must sign their name(s), along with the following information:

SPECIAL NOTE: This section must be signed by all persons having interest in the property as shown on the last County Assessment Roll.

PRINTED NAME SIGNATURE DATE APN # LAND VALUE

1)

ADDRESS:

2)

ADDRESS:

3)

(If more space is needed, continue list on SIGNATURE ADDENDUM SHEET "A")

B. If owners of land within the proposed annexation/reorganization **object** to this request, list their names along with the following information:

NOTE:(signatures & dates not required)

NAME ADDRESS APN # ASSESSED LAND VALUE

1)

2)

3)

4)

(If more space is needed, continue list on SIGNATURE ADDENDUM SHEET "B")

C. For those proposals with **less than 100% consent**, list all registered voters residing within the unincorporated territory proposed for annexation.

	<u>VOTER NAME</u>	<u>ADDRESS</u>	<u>APN #</u> <u>RESIDENCE</u>
1)			
2)			
3)			
4)			

(If more space is needed, continue list on SIGNATURE ADDENDUM SHEET "B")

D. I hereby certify that all City of Gilroy and LAFCO filing requirements will be satisfied, and that all the statements made within this application are accurate:

APPLICANT'S SIGNATURE: _____ Date: _____

SIGNATURE ADDENDUM SHEET "A"

All owners of land within the proposed annexation/reorganization that **consent** to this request should sign their name(s), along with the following information:

SPECIAL NOTE: all persons having interest in the property as shown on the last County Assessment Roll must sign this section prior to submission of application.

PRINTED NAME

SIGNATURE

DATE

APN #

LAND VALUE

1)

ADDRESS:

2)

ADDRESS:

3)

ADDRESS:

4)

ADDRESS:

5)

ADDRESS:

6)

ADDRESS:

7)

ADDRESS:

8)

ADDRESS:

SIGNATURE ADDENDUM SHEET "B"

If owners of land within the proposed annexation/reorganization **object** to this request, list their names along with the following information:

NOTE: (SIGNATURES & DATES NOT REQUIRED)

<u>ASSESSED</u> <u>VALUE</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>APN #</u>	<u>LAND</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				

For those proposals with **less than 100% consent**, list all registered voters residing within the unincorporated territory proposed for annexation:

	<u>VOTER NAME</u>	<u>ADDRESS</u>	<u>APN # FOR RESIDENCE</u>
1)			
2)			
3)			

4)

5)

6)

7)

8)

PETITION FOR ANNEXATION OF UNINHABITED TERRITORY TO
CITY OF GILROY

To: The Honorable Council of the City of Gilroy

We, the undersigned, do hereby respectfully represent:

That we are the owners of all the land in the territory located in Santa Clara County and described in Exhibit "A" attached hereto and made a part hereof, by area and by assessed value, as shown on the last equalized assessment roll of the County of Santa Clara.

That said premises are contiguous to the _____ City Limits of the City of Gilroy;

That said land has less than twelve (12) registered voters residing within it at the time of the filing of this petition and the said premises are uninhabited territory as the same is defined in Section 35303 of the Government Code of the State of California;

That said petitioners desire that said territory be annexed to the City of Gilroy as uninhabited territory;

That each of the undersigned owners does hereby consent to the taxation by the City of Gilroy, upon and after the annexation of said territory to said City, of property within the said territory to pay any and all bonded and other indebtedness and any and all liabilities of said city contracted prior to or existing at the time of annexation of said territory to the City of Gilroy, said property to be taxed for said purposes equally with other property in said City which is taxable for such purposes; that it shall be a condition of the said annexation of said territory to the City of Gilroy that off-site drainage fees for the benefit of said territory must be paid before any connections are made to water or sewer mains benefiting or affecting the said property.

In the annexation proceedings, the said territory proposed to be annexed will be designated as"

_____".

WHEREFORE, petitioners pray that such proceedings be taken as may be required by law to annex the described territory to the City of Gilroy as uninhabited territory.

Dated: _____

"EXHIBIT A"

Annexation to:

Name of Annexation:

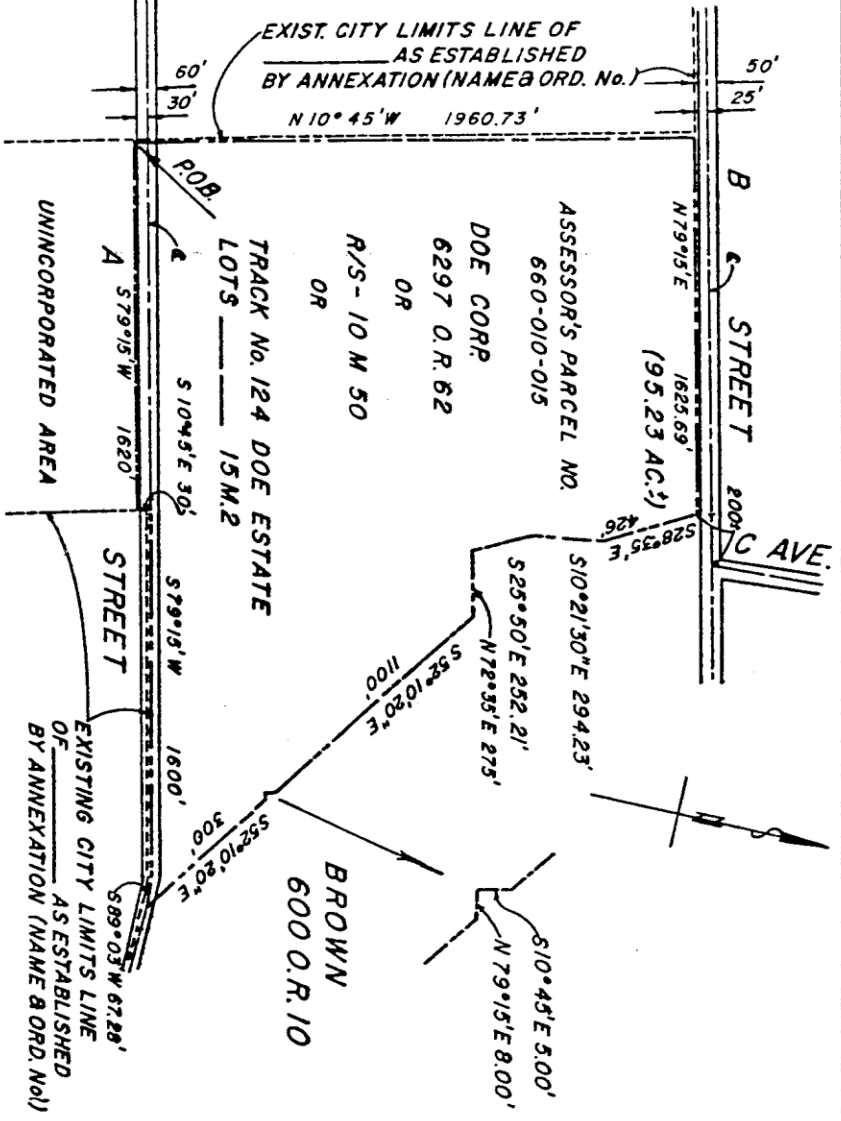
Date:

Description of Requirements:

The description (and attached map) shall accurately describe boundaries so that they can be located in the field, plotted on maps and expeditiously checked against existing County maps and records. These courses shall have bearings and distances, and shall call out existing City boundaries as primary calls.

Revisions: _____

(Date) _____ By: _____
(Initials)

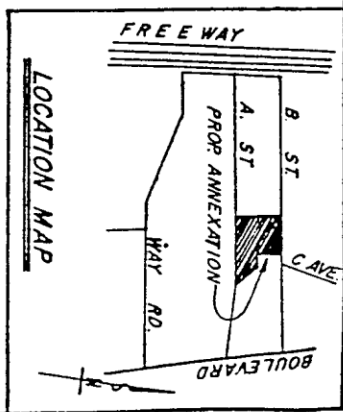


1. OVERALL MAP SIZE
MIN - 8.5x11"
MAX - 15x18"
2. USE AND SHOW ADEQUATE MARGINS.
3. TITLE BLOCK (MIN. REQUIREMENTS AS SHOWN.)
4. LEGEND AND NORTH ARROW.
5. LOCATION MAP
6. SHOW EXISTING CITY LIMITS, ANNEXATION NAME AND ORDINANCE NUMBER.

MAP REQUIREMENTS.

2. SHOW POINT OF BEGINNING OF DESCRIPTION.
8. WHEN PROPOSING TO SPLIT LINES OF ASSESSMENT, INDICATE BOUNDARIES OF ORIGINAL PARCEL.
9. SHOW ALL BEARINGS, DISTANCES, LOT NUMBERS, AND REFERENCES USED IN THE DESCRIPTION.
10. SHOW ASSESSOR'S PARCEL NUMBERS.
11. SHOW AREA OF ANNEXATION IN ACRES.
12. SHOW ALL ROADS AND WIDTH OF ROADS.

SAMPLE MAP FOR FORMATION LOCAL AGENCY PROPOSALS COMMISSION



----- BOUNDARY LINE OF PROPOSED ANNEXATION
 - - - - - EXISTING CITY LIMITS LINE

EXHIBIT B

PROPOSED ANNEXATION

TO _____

ENTITLED _____

DATE _____ SCALE _____

BY _____