

**Request for Annexation
Submittal Checklist**



A completed application includes the following:

All City forms available at Planning Division or
<https://www.cityoflompop.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form
- Fees paid according to the Master Fee Schedule
- \$55.00 Document Imaging Fee
- Completed "Agreement for Payment of Application Processing" forms for **Planning & Engineering**
- Completed "Environmental Information Form" and site plan showing required environmental data
- Fiscal Analysis (per LUE policy 4.6 of the 2030 General Plan)
- A Parcel Information Form for each parcel proposed for annexation
- A title report for each parcel proposed for annexation
- California Military Land Use Compatibility Analyst (CMLUCA) Report, as required by SB 1462. Local governments are now required to notify the Military of potential projects and or actions that meet one of the following criteria:
 - Located within 1,000 feet of a military installation;
 - Beneath a low-level flight path;
 - Within special use airspace.

Please visit <http://cmluca.gis.ca.gov/> to generate your report. The report will advise if your project meets one of the above criteria and if noticing to the Military is required.

(Effective 11/05)

- Department of Fish & Wildlife (DFW) Clearance/Fee, as required by SB 1535. The applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by City Staff or the DFW under the California Environmental Quality Act (CEQA). **(The applicant should discuss this fee with the project Planner)**
 - Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees> AND
 - **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).**
- A description of the proposed project in sufficient detail to create a "word picture" of the project and its relationship to surrounding land uses. (Please use separate sheet of paper.)
- A list of current and known future landowners or of lessees.
- Names and addresses of not more than three persons who are to receive copies of the LAFCO notice of hearing and staff report.

- Five (5)** copies of a preliminary annexation map, folded to a maximum size of 8 ½” x 14”, which meets or provides the following information:
 - Title block as follows:
 - Annexation number and name followed by the words “to the City of Lompoc”
 - Date
 - Sheet ____ of ____ sheets indicate on each sheet
 - Scale
 - Sheet size shall not be smaller than 18” x 24”, nor larger than 36” x 60”
 - All dimensions drawn to scale with such scale shown on all maps (1” = 100’ is recommended).
 - Vicinity map
 - North arrow
 - Names, location, width, right of way, and distances from the centerlines adjacent streets
 - Enlarged detail (with scale) where crowding of lines or numbers might cause misinterpretation.
 - Legend defining all abbreviations and symbols
 - Delta, radius, arc length, and radial bearings shown for all curves
 - All dimensions expressed in feet and hundredths of feet
 - Area of annexation shown in square feet and acreage
 - Arrows to show limits of bearings and distances where any change or misinterpretation could exist
- A **reduced copy** (8 ½” x 11”) of the preliminary annexation map

BE ADVISED THAT AT A LATER DATE, THE FOLLOWING ITEMS WILL BE REQUIRED:

- Metes and bounds
- A final annexation map, which meets or provides the following:
 - All requirements of the preliminary annexation map
 - Bearing, lengths, and curve data of the annexation boundary shall be of record or measured data with one well-defined basis of bearing
 - Annexation boundary must close within on part in 10,000
 - Reference in legend to all record data
 - Copy of closure calculations
 - Copy of Final Annexation Map stamped and approved by the County Surveyor
 - Compliance with Geographic Information System Ordinance no. 1348(91)
- One copy of Final Annexation Map on material-tracing cloth or polyester base film
- Five (5)** prints of Final Annexation Map, 8 ½" x 11" with correct scale
- Fifteen (15)** prints of Final Annexation Map, 18" x 24" with correct scale
- A Services Plan (pursuant to Gov't Code §56653), including the following:
 - An enumeration and description of the services to be extended to the affected territory;
 - The level and range of those services;
 - An indication of when those services can feasibly be extended to the affected territory;
 - An indication of any improvements or upgrading of structures, roads, sewers, or water facilities which would be needed within the affected territory if the change of organization or reorganization is completed; and
 - Identification of the financing mechanism(s) for installation and operation of those services and/or improvements.
 - Identification of alternatives for providing the services listed above, and how these alternatives would affect the cost and adequacy of the services.

Parcel Information Form



This form shall be completed separately for each parcel proposed for annexation.

PROPERTY OWNER INFORMATION

1) Name _____

Address _____

Daytime Telephone _____ Fax _____

E-mail _____

2) Name _____

Address _____

Daytime Telephone _____ Fax _____

E-mail _____

PARCEL INFORMATION

Assessor's Parcel Number _____ Parcel Acreage _____

If parcel is under Williamson Act contract, list expiration date _____

Assessed Value: 1) Land _____ 2) Improvements _____

EXISTING CONDITIONS

Number of dwelling units _____ Number of residents _____

Number of registered voters _____ Land use _____

Is the parcel inside Lompoc's Sphere of Influence? Yes _____ No _____

Current Lompoc General Plan Land Use designation(s), if applicable _____

Santa Barbara County Comprehensive Plan designation(s) _____

Santa Barbara County Zoning designation(s) _____

PROPOSAL

Proposed Land use _____

Proposed Lompoc General Plan Land Use designation(s), _____

Proposed Lompoc Zoning designation(s) _____

EXISTING SERVICE PROVIDERS

Water _____ Sewer _____

Electricity _____ Solid Waste Collection _____

Does the property owner consent to the annexation? Yes ___ No ___

SIGNATURES

Property Owner

Property Owner

Date

Date