

**Appendix B2. APPLICATION QUESTIONNAIRE** (updated 1/2008)  
**Alameda Local Agency Formation Commission**

**1. APPLICANT** (Local Agency, Registered Voter, Landowner or 3 Chief Petitioners)

Agency/Individual Name: \_\_\_\_\_

1.a. Name of Designated Agency Contact or Chief Petitioner.

\_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

Phone. \_\_\_\_\_ FAX. \_\_\_\_\_ E-Mail. \_\_\_\_\_

1b. Name 2. \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

1c. Name 3. \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

**2. NAME/TITLE OF APPLICATION PROPOSAL**

\_\_\_\_\_

**3. TYPE OF PROPOSAL/PROJECT** (Check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Annexation                           | <input type="checkbox"/> Consolidation | <input type="checkbox"/> Detachment                |
| <input type="checkbox"/> Formation                            | <input type="checkbox"/> Incorporation | <input type="checkbox"/> Exercise of Latent Powers |
| <input type="checkbox"/> Disincorporation                     | <input type="checkbox"/> Merger        | <input type="checkbox"/> Dissolution               |
| <input type="checkbox"/> Reorganization                       | <input type="checkbox"/> Special Study | <input type="checkbox"/> Municipal Service Review  |
| <input type="checkbox"/> SOI Amendment                        | <input type="checkbox"/> SOI Update    | <input type="checkbox"/> Initial SOI Determination |
| <input type="checkbox"/> Establishment of Subsidiary District |  |  |

Describe the proposal or proposed change(s) of organization. Provide a justification for each proposed change. Attach extra sheets if necessary.

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**4. CERTIFIED RESOLUTION OR PETITION (Attach)**

Application Initiated By:

( ) Resolution of Application No.: \_\_\_\_\_ Date Adopted: \_\_\_\_\_

**OR**

( ) Landowner/Registered Voter Petition (The Cortese-Knox-Hertzberg (CKH) Act requires that a petition contain the number of signatures required for each type of requested government change.)

**5. BASIC INFORMATION**

5a. Describe the proposal area's general location and boundaries (access road/way, closest county road intersection, road junctions, freeways, railroad lines).

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5b. Number of acres \_\_\_\_\_; Square Miles \_\_\_\_\_ in project site.

5c. Number of registered voters \_\_\_\_\_ Source of information \_\_\_\_\_

5d. Number of dwelling units \_\_\_\_\_ Source of information \_\_\_\_\_

5e. Number people living on the site \_\_\_\_\_ Source of information \_\_\_\_\_

5f. Assessed Valuation: Land \_\_\_\_\_ Improvements \_\_\_\_\_ Total \_\_\_\_\_

5g. Existing Land Uses

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5h. Proposed Land Uses

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5i. Current and proposed zoning and planning designation(s)

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5j. Regional Housing Needs Allocation (RNHA) Requirements and Number of Affordable Units Provided

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5k. Property Information.

Number of parcels in project site \_\_\_\_\_ Number of landowners \_\_\_\_\_

Source of information: \_\_\_\_\_

Names & Addresses of All Landowners & Associated Parcel Numbers:

Assessor's Parcel Number/s/Address	Landowner Name/ Address
1.	1.
2.	2.
3.	3.

Applicable Tax Rate Area(s):

Parcel Number/s	Tax Rate Area/s

**6. DESCRIPTIONS AND SETTING**

6a. Provide the following land use maps with legends for the project site and immediately adjacent parcels, and clearly identify the project site; County General Plan; City General Plan; Existing Land Use Zones; Prezone if applicable; and Community/Specific Plan if applicable.

6b. Is the proposed change consistent with the terms and conditions of the affected local agency's General Plan? Yes \_\_\_\_ No \_\_\_\_ Explain.

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6c. With Community or Specific Plans? Yes \_\_\_\_ No \_\_\_\_ Not Applicable \_\_\_\_ Explain.

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6d. Describe the proximity of the site to populated areas.

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6e. What are the intended uses of the territory, over the next 5, 10 and 15 years (if different), if application is approved?

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6f. Are any other in-process or anticipated development, planning or land use proposals expected for this site within the next two years? Check all that are applicable.

- Proposals to LAFCO     Land Use Entitlements from a county or city
- Permits from state or federal entity

6g. If applicant is a CITY, Government Code Section 56375 requires that the city prezone territory proposed to be annexed.

Has territory been pre-zoned? Yes \_\_\_ No \_\_\_ If yes, what is the pre-zoning designation and what does it mean?

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6h. Attach copy of certified City Resolution/ Ordinance Number: \_\_\_\_\_.

Date Adopted: \_\_\_\_\_.

6i. If applicant is a DISTRICT, what planning, zoning and subdivision changes are proposed, or have been approved by the city or county?

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6j. What is the estimated future population in the territory?

At end of 5 years \_\_\_\_\_ At end of 15 years \_\_\_\_\_ At end of 10 years \_\_\_\_\_

Source of Information \_\_\_\_\_

6k. Have landowners consented to the proposal? Yes \_\_\_ No \_\_\_

If yes, how many? \_\_\_\_\_ % of total landowners? \_\_\_\_\_

If yes, attach originals of Signature Consent Forms.

If no, explain.

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6l. How will the proposal affect the physical and economic integrity of agricultural lands, as defined by Section 56016? Explain.

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6m. How does the proposed change and its anticipated effects conform with LAFCo policies for promoting planned, orderly, efficient patterns of urban development? Explain.

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6n. Adjacent Land Uses.

	Existing Land Uses	General Plan Designation	Zoning Designation
North			
South			
East			
West			

6o. How will the proposed change affect mutual social and economic interests of adjacent areas? Explain.

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6p. Have interested residents, agencies and/or organizations expressed support or opposition to this proposal. If so, identify interested parties and briefly describe issues. It is not necessary to explaining the support of initiating agency.

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6q. What is the effect of proposal denial on proposed or approved development if any?

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6r. Is territory contiguous to the district or city's existing boundary? Yes \_\_\_ No \_\_\_

If no, is the area less than 300 acres in size, owned by the city and currently being used for a municipal purpose? Explain.

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6s. Do the proposed boundaries create an "island" or pocket of unincorporated territory?  
Yes \_\_\_ No \_\_\_

If yes, provide supplemental information explaining how the proposal promotes the orderly growth and development of the community.

6t. Each applicant is required to notify **all** affected local agencies of this proposed change. Have all affected local agencies been informed?

Yes \_\_\_ No \_\_\_ (Attach a list of the affected agencies and a verification for each.)

6u. For district formations, district consolidations, incorporations or city consolidations, provide a proposed agency name (optional). \_\_\_\_\_

6v. For district formations, provide the name of the Principal Act under which the proposed district would be governed. \_\_\_\_\_

6w. Provide a proposed appropriations limit (optional) if applicable. \_\_\_\_\_

## 7. PLAN FOR PROVIDING MUNICIPAL SERVICES

7a. Provide a plan for providing services (See Part III, Sections 2.24 and 2.25 of Alameda LAFCO's Guidelines, Policies and Procedures for instructions.)

7b. Provide the name, address, and contact person for all school districts.

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7c. Indicate, which agencies currently provide, affected public services within the proposal territory and which agencies are proposed to provide services.

<u>Services</u>	<u>Current Agency</u>	<u>Proposed Agency</u>
Police	_____	_____
Fire	_____	_____
Water	_____	_____
Sewer	_____	_____
Garbage	_____	_____
Street Lighting	_____	_____
Road Maintenance	_____	_____
Flood Control	_____	_____
Parks & Recreation	_____	_____
Library Services	_____	_____
Electricity	_____	_____
Transit	_____	_____
Other	_____	_____

7d. If a change in service provider is proposed, has each local agency provided a statement indicating the desire and ability to furnish services? Yes \_\_\_ No \_\_\_

If yes, a Letter of Agreement from each agency assuming service responsibilities **must be included with the application**. The letter must identify each agency's role and responsibilities as the new service provider and the method for funding additional services (See Part III, Sections 2.24 and 2.25).

If no, explain.

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7e. If a change in service provider is proposed, are alternative providers available for any of proposed service providers? Yes \_\_\_ No \_\_\_

If yes, list providers and explain why they are not proposed to provide service.

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7f. Will the related land use project require widening or upgrading of existing streets, the construction of new streets, sewers, or other infrastructures? Yes \_\_\_ No \_\_\_

If yes, describe how modifications will be financed. (See Part III, Sections 2.24 and 2.25).

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7g. List any proposed or required terms, conditions or mitigation measures for the proposal. Use an extra sheet if necessary.

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**8. WILLIAMSON ACT LAND CONSERVATION CONTRACTS (agricultural preserves)**

Are any agricultural preserves on project site? Yes \_\_\_ No \_\_\_ Adjacent parcels? Yes \_\_\_ No \_\_\_

If yes, provide map with site boundaries indicated and contracted lands identified with names and contract numbers.

If yes, has non-renewal formally been requested? \_\_\_\_\_

If yes, date of request to Alameda County: \_\_\_\_\_ Date of termination: \_\_\_\_\_

**9. SPHERES OF INFLUENCE (SOI)**

Government Code Sections 56375.5 and 56376 require that territory be included in the affected local agency's SOI before a Change of Organization is approved by the Commission.

9a. Is a CHANGE in Sphere of Influence boundaries of any local agency required prior to proposal consideration? Yes \_\_\_ No \_\_\_

If yes, Explain.

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List affected agencies<sup>1</sup> and provide a contact name and phone number.

Agency	Contact Name	Phone #

9b. Is the proposed territory currently within a local agency's (county, city or special district) SOI? Yes \_\_\_ No \_\_\_

If yes, which agency or agencies? \_\_\_\_\_

<sup>1</sup> See Volume I for a definition of this term.



9c. If a Sphere of Influence initial determination, update or amendment is requested, fully and completely explain each of the following as they pertain to the subject proposal (Government Code Section 56425). If any of the factors are already fully described in the master services plan, the applicable section and page number may be referenced.

- The present and planned land uses in the area subject to the proposed change, including agricultural and open space lands;
- The present and probable need for public facilities and services in the area over the next 10 years;
- The present capacity of public facilities and adequacy of public services which the agency provides or is authorized to provide;
- All social and economic communities of interest in the area, which may be affected by the project;
- The existence of agricultural preserves or other important agricultural or open space land in the area, which will be included in the SOI, and the effect on maintaining the physical and economic integrity of the resource; and
- The nature, location and extent of any function or classes of services proposed to be provided within the SOI.

9d. A municipal service review (MSR) will need to be completed for affected SOIs pursuant to Government Code Section 56430. If a new agency is being formed, an MSR will need to be prepared. For other types of SOI proposals, please check with the Executive Officer to determine whether an MSR has already been completed.

**10. COUNTY/CITY/DISTRICT PROPERTY TAX EXCHANGE AGREEMENT**

LAFCO has no jurisdiction to act on an **annexation proposal** until resolutions agreeing to an exchange of property tax are passed by **each** of the affected local agencies (Revenue and Taxation Code Section 99). It is the applicant's responsibility to identify which local agencies (cities and special districts) share in the tax distribution in order to properly determine how future revenue exchange agreements should be structured.

10a. List all affected local taxing agencies.

Agency	Contact Name	Phone #

10b. Have all participating local taxing agencies reached agreement? Yes \_\_\_ No \_\_\_  
 (In the case of complex reorganization proposals, multiple agreements may be required)

If yes, attach a certified copy of each local agency's tax exchange resolution and provide the following information:

Local Agency	Resolution Number	Adoption Date

If **No**, Explain.

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**11. SPECIAL REVENUES**

11a. Do agencies whose boundaries are being changed have existing bonded debt?

Yes \_\_\_ No \_\_\_ If yes, please describe:

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11b. Will the territory be subject to any new or additional taxes, benefits, charges or fees?

Yes \_\_\_ No \_\_\_ If yes, please describe:

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**12. ENVIRONMENTAL REVIEW**

LAFCo is required to comply with the California Environmental Quality Act (CEQA) for purposes of considering the environmental impact of its actions. If LAFCo is a **RESPONSIBLE** Agency for this application, the applicant **must** submit copies of environmental documents prepared by the Lead Agency and Certified Resolutions or Notices of Exemption or Determination. (See Alameda LAFCO’s CEQA Handbook, Adopted CEQA Procedures, and Guidelines, Policies and Procedures, Section 2.23)

Identify the following:

Lead Agency: \_\_\_\_\_

Responsible Agency/ies:

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12a. If LAFCo is a **LEAD** Agency for this application, the applicant **must** submit

- A description of environmental conditions in the project area including topography, agricultural land classification, vegetation, wildlife, land uses, traffic circulation patterns and major water courses and water bodies; and
- A description of how the project might change environmental conditions.

12b. The CEQA document(s) submitted with this application are:

- Notice/s of Exemption
- Draft Environmental Impact Report
- Notice/s of Determination
- Findings of Fact and Statement of Overriding Considerations
- State Fish and Game Determinations & Fee Receipt
- Notice of Exemption
- Negative Declaration
- Final Environmental Impact Report
- Mitigation Monitoring Program
- Other \_\_\_\_\_

Type of CEQA Review (IS/DEIR/Exemption/other)	Project Description (Actions approved)	Date approved/ certified

12d. The proponent of any project that has the potential to cause an adverse impact on fish or wildlife must pay a State Department of Fish and Game fee based upon the type of environmental determination that is made. The applicant must provide evidence that the appropriate State fee has been paid, or submit the fee to LAFCo (for a list of current fees, see <http://www.acgov.org/forms/auditor/currentFeeSchedule.pdf>).

- No Effect Documentation
- Environmental Impact Report
- Negative/Mitigated Negative Declaration
- Clerk Recorder's Fee

**13. PUBLIC NOTICE, DISCLOSURE AND OTHER REQUIREMENTS**

13a. Provide an 8 ½" X 11" map indicating the project site and identifying all parcels adjacent to and within 300 feet of the project site. Outer boundaries (not adjacent to project site) of large parcels need not be identified. All parcel numbers need to be indicated. (See Appendix E, Exhibit H)

13b. Provide a list of all parcel numbers within the 300 foot radius and include the name and address of the property owner as of the most recent assessment roll being prepared.

13c. Provide signed financial disclosure statement/s (See Appendix E, Exhibit C) pursuant to Government Code Section 56700.1.

13d. Provide one copy of an indemnification agreement (See Appendix E, Exhibit I).

13e. Provide two sets of original mailing labels that separately identify applicants, affected agencies, school districts, registered voters and landowners on project site, property owners and registered voters within 300 feet of project site, and any other party to which notification must be provided. Labels must be current and complete and in Avery 5160 format.

**14. Final Comments**

- 14a. List any conditions LAFCo should include in its resolution for approval.
- 14b. Provide any other comments or justifications regarding the proposal from any affected local agency, landowner or resident.
- 14c. Enclose all pertinent staff reports and supporting documentation related to this proposal. Note any changes in the approved project that are not reflected in these materials.

**15. Applicant's Certification**

I hereby certify that the information contained in this application and accompanying documents is true, correct, and accurate to the best of my knowledge. In addition, I hereby agree to pay all required filing and processing fees required by the State of California and Alameda LAFCO, including any expenses for preparation of environmental documentation and planning studies needed to complete this application.

I further understand that Alameda LAFCO will not process an incomplete application and that State law and Alameda LAFCO policies and procedures require that specific material be submitted in conjunction with the application.

\_\_\_\_\_  
Name of Applicant or Authorized Representative

\_\_\_\_\_  
Title of Applicant or Authorized Representative

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date