



April 12, 2023

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

FROM: José C. Henríquez Executive Officer

SUBJECT: 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) located under the “Policy, Standards and Procedures Manual” page, located on the menu on the left hand side of the Sacramento LAFCo website.

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 contact me or any member of the LAFCo staff at (916) 874-6458 or at CommissionClerk@SacLAFCo.org.

The following page includes the application checklist. Please complete and return with the application material.

Commissioners

Sue Frost, Rich Desmond, County Members ■ *Patrick Hume, Alternate*
Iva Walton, Sean Loloee, City Members ■ *Jay Vandenburg, Katie Valenzuela, Alternates*
Chris Little, Public Member ■ *Timothy Murphy, Alternate*
Lindsey Liebig, Gay Jones, Special District Members ■ *Charlea Moore, Alternate*

Staff

José C. Henríquez, Executive Officer ■ *Desirae Fox, Policy Analyst*
Nancy Miller, DeeAnne Gillick, Commission Counsel

Application Checklist

LAFCo General Application	<ul style="list-style-type: none"><input type="checkbox"/> General Application<ul style="list-style-type: none"><input type="checkbox"/> Appendix A: Services Proposed For Project<input type="checkbox"/> Appendix B: Land Use and Zoning Information<input type="checkbox"/> Appendix C: Plan For Services<input type="checkbox"/> Appendix D: Agreement to Pay for Services<input type="checkbox"/> Appendix E: Legal Indemnification<input type="checkbox"/> Appendix F: FFPC Party Disclosure form<input type="checkbox"/> Appendix G: AB 745 required disclosure <input type="checkbox"/> CEQA Document _____ List type of Document <input type="checkbox"/> Project Maps (<i>see below</i>) <input type="checkbox"/> Fees: \$5,000 (<i>made payable to Sacramento LAFCo</i>)
Project Maps	<ul style="list-style-type: none"><input type="checkbox"/> Legal Description<input type="checkbox"/> Boundary Map<input type="checkbox"/> Vicinity Map <p style="color: red; margin-top: 10px;"><i>All map copies should be submitted electronically, size 8 ½" x 11" and meet the requirements of the State Board of Equalization.</i></p>
Municipal Service Review Sphere of Influence	<ul style="list-style-type: none"><input type="checkbox"/> LAFCo General Application<input type="checkbox"/> MSR-SOI Supplemental Application<input type="checkbox"/> MSR Questionnaire