



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, CA 95045

PLANNING DEPARTMENT

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ANNEXATION

The process of having property annexed into the City of San Juan Bautista requires approval from the City of San Juan Bautista and the San Benito County Local Agency Formation Commission (LAFCO). Annexations must comply with the Cortese-Knox Government Reorganization Act of 2000, and the policies of the San Benito County LAFCO.

APPLICATION REQUIREMENTS:

- Required application fee of \$5,250
- All items described and specified by Chapter 10-2, Article 4 & 5 of the City Municipal Code (refer to the attached sheets or to the City Website).
 - 262.50 fee for a Notice of Exemption (NOE), or
 - CEQA Review (IS/MND or EIR). The applicant shall either submit an appropriate level CEQA document (IS/MND or EIR) prepared for the project by the applicant, to the City for peer review and processing OR submit a deposit in the amount of \$5,300 to be used for the preparation of an appropriate CEQA document. Fees will be charged to the applicant on a Time and Materials basis, using approximately \$222.00 per hour.
 - Notice of Determination (NOD). An additional fee is charged by the California Department of Fish and Game for their review of all environmental documents: Check with the California Department of Fish and Game for the fee. There is also a County Recording fee. Fees are updated each year. Check with County Recorders Office for exact fees.
- Planning Application Cover page (not required if filed with previous application)
- Legal description per the requirements of LAFCO and the State Board of Equalization (metes and bounds) of each property in proposed annexation area
- Annexation Map indicating the proposed annexation area, the property boundaries, and the Assessor Parcel Numbers. Map to conform to State and LAFCO requirements.
- County Assessor's Map identifying the annexation area.
- The names, addresses, and signatures of all property owners within the annexation area that are in favor of the proposed annexation.
- The names and address of all registered voters in the proposed annexation area.
- Annexation Form (see attached)
- Environmental Information form (see attached)
- Provide mailing labels addressed to the current property owners of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant".

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

ANNEXATION FORM

- ❑ Applicant Name: _____
- ❑ Location of proposed annexation: _____

- ❑ Total Acreage: _____
- ❑ The area proposed for annexation is:
 - ❑ Uninhabited (11 or fewer voters)
 - ❑ Inhabited (12 or more voters)
- ❑ What is the estimated population of the area to be annexed? _____
- ❑ Provide the following information for each property within the proposed annexation area:

APN	Acreage	County Zoning	Land Use Designation	Existing Use	Proposed Use

Why is the proposed annexation necessary? _____

Are any of the properties proposed for annexation under Williamson Act Contract? If yes, identify and explain the status of each contract:_____

Is the area proposed for annexation within the City's Urban Growth Boundary?_____

What school district would serve the proposed annexation?_____

Does the annexation involve residual properties? If yes, list the residual properties and provide an explanation of why it is necessary to include them with the annexation._____

Describe the services that will be extended to the annexation area. Include information on water, sewer, gas, electricity, fire, and police._____

Indicate the public improvements that would have to occur to provide services to the proposed annexation area:_____

Indicate any and all constraints of the property including but not limited to Flood Hazards, Seismic/Earthquake hazards, Landslide & Unstable soil, Prime Agriculture Designation, Ridgeline and Steep Slopes and Williamson Act Contract: _____

Property Description:

Attach a legal description of the property boundaries.

Applicant(s):

_____ Date: _____

_____ Date: _____

Property Owners:

_____ Date: _____