PALMDALE

a place to call home

APPLICATION FOR ANNEXATION

Planning Division
38250 Sierra Highway
Palmdale, CA 93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Annexation No.: _____

Date: _____

Received by: _____
Print Name

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting to be annexed by the City of Palmdale. **CONTACT THE PLANNING DIVISION REGARDING REQUIRED ITEMS AND FEES. ALL ITEMS ARE SUBJECT TO CHANGE.**

The applicant must complete the attached from as prescribed and submit the following information before the application can be accepted by the Planning Division.

ANNEXATION SUBMITTAL CHECKLIST

_____ The completed Application

_____ A copy of the Development Advisory Board (DAB) letter (if applicable)

_____ Original Owner Authorization Letter

_____ Seven (7) copies of the legal description DOUBLE SPACED (see attached instructions)

_____ Two (2) original annexation boundary maps per the attached instructions

_____ One (1) copy of the map (11" x 17"); two (2) copies of the map (17" x 22"); and one (1) copy (8½" x 11"). If a reduced map is filed, the original map must have a graphic scale affixed to it before the reduction is made

_____ Three (3) copies of a list of assessor parcel numbers affected by the annexation

_____ Two (2) copies of a radius map (see instructions)

_____ Tabular list of the addresses of all structures within the annexation area

_____ Two (2) sets of mailing labels for properties within the annexation area (see instructions)

_____ One (1) set of mailing labels for properties within the annexation area plus within 300' radius

_____ Photocopy of the above sets of labels

_____ Original Property Owners Certification

_____ Three (3) copies of the vicinity map (see instructions)

FEE CALCULATIONS*

Base Fee (A):	$ 4,000.00
_____ @ $5 / acre (B): (# of acres)	_____
LAFCO Fees:	_____
*LAFCO Postage Fee:	_____
State Board of Equalization Fees:	_____
Assessor's Processing Fee (# of Parcels _____):	_____
($20/parcel for first 50 parcels; $10/parcel thereafter up to $1,500 maximum)	
Environmental Review Fee:	950.00
_____ @ $1.65 / label x 2: (# of labels within annexation)	_____
Public Hearing Notice:	_____
Computer Tracking Fee:	10.00
GIS Fee 5% of (A) + (B):	_____
TOTAL FEE RECEIVED:	_____

*LAFCO postage fees are calculated using the current postage fees for a 1 oz. letter based on 2 sets of mailing labels (one with and one without the 300' radius).

If you have any questions regarding this application packet, required materials, or fees, please call the Planning Division at 661/267-5200.

APPLICATION FOR ANNEXATION

Pre-Application Number: _____ Annexation Number: _____

Request to annex _____ acres/square miles to the City of Palmdale.

PROJECT LOCATION:

North/South Boundaries

Approximately _____ Feet N or S of _____
(Circle) (Street Name or Alignment)

Approximately _____ Feet N or S of _____
(Circle) (Street Name or Alignment)

East/West Boundaries

Approximately _____ Feet E or W of _____
(Circle) (Street Name or Alignment)

Approximately _____ Feet E or W of _____
(Circle) (Street Name or Alignment)

Thomas Guide Page: _____ Coordinates: _____

Assessor's Parcel Number(s): _____

List all related applications being filed with this project:

_____

****

APPLICANT:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: ( ) _____ Fax No.: ( ) _____
Email Address: _____

OWNER:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: ( ) _____ Fax No.: ( ) _____
Email Address: _____

ENGINEER/REPRESENTATIVE:
Name: _____
Address: _____
City and State: _____
Telephone No.: ( ) _____ Fax No.: ( ) _____
Email Address: _____

Please include in mailing list all other persons to be notified regarding this application.

The City of Palmdale requires accurate information on the following subjects in order to process an annexation. Please answer the following questions, and when necessary, give the source of the information.

Describe any physical features of the subject area not included on the Land Use Map.

_____

_____

What major highways and streets serve the area?

_____

_____

What is the estimated population of the area? _____

How many registered voters reside in the area? _____

Source and date of information: _____

Number and type of dwelling units: _____

_____

What is the City's General Plan Land Use and Pre-Zone designation for the area?

_____

If this proposal will result in development of the property, describe the type of development proposed (type of business or industry, single- or multi-family residential, etc.; number of units or facilities): _____

_____

Attach a document describing the services to be extended to the subject area, the range and level of those services, when the services can be extended to the area, and how the services will be financed. Include any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions which would be imposed or required by the local agency within the subject area if this proposal is completed. Specifically address the following services*:

1. Sewer	6. Gas	12. Solid Waste Disposal
2. Water	7. Parks & Recreation	13. Flood Control
3. Police	8. Library	14. Special Assessment Districts
4. Fire	9. Electricity	15. Street Lighting
5. Phone	10. Animal Control	
6. Schools	11. Road Maintenance	

*The City may require the preparation of a Master Infrastructure Plan and Fiscal Impact Report to determine the appropriateness of the expansion of the City.

List the division, acquisition, improvement, disposition, sale or transfer of any property, real or personal, belonging to a city or district that is involved in this proposal:

_____

_____

To what extent will residents or landowners within the subject area be liable or remain liable for any existing indebtedness of the city or district to or from which annexation or detachment is proposed?

_____

_____

_____

What services and/or costs to residents or landowners in the area would be reduced or eliminated as a result of this proposal?

_____

_____

_____

List any terms or conditions requested as part of this proposal:

_____

_____

_____

List names and addresses of any persons, organization, or agencies known to you who may be opposed to this proposal:

_____

_____

_____

_____

ANY OTHER COMMENT YOU MAY WISH TO MAKE:

_____

_____

_____

_____

SUPPLEMENTAL INSTRUCTIONS FOR ANNEXATION SUBMITTAL CHECKLIST

TITLE BLOCKS:

Title Blocks for both the annexation boundary map and legal description shall contain the following:

- Affected Agency(s)
- Agency or firm responsible for the preparation of the map and legal description, along with a certified seal of either a licensed land surveyor or registered civil engineer shown on the map and the legal description
- General location
- Date of preparation or subsequent revision
- Designation of the proposal as determined by LAFCO

LEGAL DESCRIPTION:

1. Legal description shall be prepared in accordance with State Board of Equalization requirements. BOE standards are available through LAFCO's website at www.lalafco.org under "forms". The legal description shall be double-spaced and must bear the designation of the proposal (e.g., "Annexation No. 1" to the City of Palmdale). NOTE: CALL LAFCO OFFICE FOR PROPOSAL DESIGNATION AT (818) 254-2454.

2. Every written geographic description must be self-sufficient within itself and without the necessity of reference to any extraneous document. The written geographic description shall be a document separate from any maps. The polygon traverse of the written description must be within acceptable limits for error of closure.

3. The use of secondary references in the written description is cause for rejection. The cartographic staff must be able to plot the boundaries from the written descriptions.

4. The point of beginning of the geographic description shall be clearly shown on the map and referenced to a known geographic position. It is recommended that the known point be described by the California State Plane Coordinate System, 1983 datum. It is preferred that this point be either the point of beginning or the point of departure from and the point of return to an existing district boundary. Effective January 1, 2000, every description shall contain a minimum of one GPS point that is referenced to the California State Plane Coordinate System.

5. When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. Points of departure from the existing boundary must be clearly established.

6. A specific parcel description in sectionalized land (e.g., the SW ¼ of Section 22, T1N, R1W) is permissible without a metes and bounds description of the perimeter boundary.

7. A parcel description making referenced only to a subdivision or a lot within a subdivision is not acceptable unless accompanied by a copy of the recorded subdivision map.

8. State the acreage for each separate single area and the combined total acreage of subject territory. Acreage shall be rounded off to the nearest whole acre.

ANNEXATION BOUNDARY MAP:

Maps shall be prepared in accordance with State Board of Equalization standards, which are available on LAFCO's website under "forms". Effective July 1, 1995, maps filed with the State Board of Equalization may be submitted electronic / digital form. Please contact SBE Tax Area Service at 450 N Street, MIC: 59, P. O. Box 942879, Sacramento, CA 94279-0059 or by fax at 916/327-4251 for a copy of the requirements.

1. All maps must be professionally drawn or copied. Rough sketches or pictorial drawings will be rejected.

2. The map must clearly indicate all existing streets, roads, and highways within and adjacent to the subject territory, together with the current names of these thoroughfares. Other pertinent physical features should be included.

3. The map must bear a scale and north point. Every map shall be of a sufficient size to plot the boundary without difficulty. Every map shall be of a scale common to the industry. All lettering and numbers on the map must be legible.

4. The point of beginning of the legal description, the designation of the proposal, and the name of the affected agency must be shown on the map.

5. All dimensions needed to plot the boundaries must be given on the map of the subject territory. The relationship of the subject territory to street rights-of-way <u>and</u> street centerlines must be clearly indicated.

6. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.

7. Maps of the subject territory shall be drawn to these standard minimum scales: (For a multiple-area filing, the size of each single area should govern the map scale.)

ACREAGE WITHIN PROJECT AREA	MINIMUM SCALES MAP SCALES
1-40 acres	1" = 100'
41-200 acres	1" = 200'
201-1,000 acres	1" = 400' or 1" = 800'
Over 1,000 acres	1" = 800' or 1" = 1,200'

8. If any segment of the boundary is shorter than 1/40 of the map scale (i.e., 10 feet on a 1""= 400' scale map) that segment should be shown enlarged in a marginal sketch.

9. When the boundary of the subject territory is of a complex nature, an index table listing the various courses with the bearings and distances shall be shown on the map.

10. When it is necessary to use more than one map sheet to show the boundaries of the subject territory, the sheet size shall be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets shall be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines.

11. If the subject territory has interior islands of exclusion or the boundary has a peninsula of exclusion (or inclusion) that areas(s) shall be shown enlarged in a marginal sketch. This sketch shall be of a sufficient size and scale to plot the boundary without difficulty. The parcels in the sketch that touch the boundary shall be clearly labeled with the assessor parcel numbers.

12. All parcels within the subject territory that touch the new boundary must be clearly labeled with the assessors parcel number. It is recommended that assessor parcel maps with the subject territory delineated in red accompany the filing as supporting documentation.

13. The use of assessor parcel maps and copies of Board of Equalization maps shall be in addition to and shall not be a substitute for the required project map.

RADIUS MAP (maximum size of 17" x 22"):

1. Obtain the County Assessor's parcel maps covering the annexation area and all properties within 300 feet (available at the County Assessor's office).

2. Outline the annexation area on the Assessor's map in red and draw a 300' radius around the annexation boundary.

3. If the number of parcels is not excessive, indicate the Assessor's Parcel Number (APN) of every parcel within the annexation area on the map. List the APN on the mailing label (see below). If impractical to list APNs on the map, cross-reference to the tabular mailing list.

4. Show existing land uses within the annexation area and for properties within the 300' radius.

MAILING LABELS: Refer to the latest available County Assessment roll and provide on set of self-sticking address labels (2-5/8" x 1") indicating the cross-referenced number from the radius map, Assessor's Parcel Number (APN), name and address for each parcel for both the owner and occupant (address to "Occupant") whose property is wholly or partially included within the annexation area, including apartment complexes and mobile home parks. Include mailing labels for the applicant and the applicant's engineer or representative. If the applicant has not provided all property mailing labels for legal public notice, the City Council and/or LAFCO may continue the public hearing in order to provide such notice.

VICINITY MAP: On 8½" x 11" exhibit, show area to be annexed, adjoining subdivisions, creeks, railroads, major cross streets and other data sufficient to locate the proposed annexation in relationship to the surrounding community.

CITY OF PALMDALE PLANNING DIVISION

PROPERTY OWNERS CERTIFICATION

ANNEXATION NUMBER: _____

I certify under the penalty of perjury that on the _____ day of _____, 20____, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 300 feet of the boundary of the subject property.

PLEASE PRINT REQUESTED INFORMATION.

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____

Signature: _____ Date: _____

CITY OF PALMDALE PLANNING DIVISION

OWNER AUTHORIZATION LETTER

ANNEXATION NUMBER: _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

_____	_____	_____
Printed Name	Signature	Date

_____

Address (including City and State) Telephone

_____	_____	_____
Printed Name	Signature	Date

_____

Address (including City and State) Telephone

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20___

_____

NOTARY PUBLIC

NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.