

# LOS ALAMOS COMMUNITY SERVICES DISTRICT

82 North Saint Joseph Street  
Post Office Box 675  
Los Alamos, California 93440  
Phone (805) 344-4195 • Fax (805) 344-2908

## APPLICATION FOR ANNEXATION TO DISTRICT

### *A. Application*

The undersigned is the fee simple owner of the property described below and hereby applies for annexation of the property to the Los Alamos Community Services District. This application is for annexation to the District of property at:

\_\_\_\_\_ (Street Address)  
\_\_\_\_\_ (Assessor's Parcel Number)  
\_\_\_\_\_ (Tract No.)

### *B. Required Submittals*

Along with this application, Owner submits the following:

1. Preliminary title report or similar evidence of current property ownership.
2. Local Agency Formation Commission ("LAFCO") Proposal Justification Questionnaire, completed to the extent possible.
3. Assessor's Parcel Map with area to be annexed outlined in red (2 copies).
4. Map and legal description of area to be annexed complying with LAFCO and State Board of Equalization standards (8 copies).
5. One of the following: (i) certified Environmental Impact Report (13 copies), (ii) Negative Declaration (13 copies), (iii) Notice of Exemption (2 copies), or (iv) Environmental Questionnaire (if LAFCO will be lead agency) (2 copies).
6. List of current and any known future landowners or lessees (only for annexations related to development projects).
7. Pertinent reports, studies and other information that will assist the District or LAFCO in processing the application (2 copies).
8. LAFCO processing fee, in accordance with current LAFCO fee schedule, made payable to "LAFCO".
9. Deposit to cover review of map and legal description by County Surveyor in accordance with current County fee schedule, made payable to "County of Santa Barbara".
10. Deposit to cover District's administrative charge in processing the application, in accordance with current District annexation ordinance, made payable to "Los Alamos Community Services District".

**C. Fees and Costs**

Owner agrees to be responsible for the following fees and costs:

1. Additional deposit, due upon billing, in the event the District's administrative costs in processing this application exceed the initial deposit.
2. All other costs related to the processing of this annexation, including but not limited to LAFCO fees, County of Santa Barbara and State Board of Equalization charges, engineering fees and attorneys' fees.
3. Any amounts Owner owes to the District for previous services. As of the date of this application, Owner [**does**] [**does not**] (**circle one**) owe an amount to the District for previous service.

**D. Limitations, Requirements and Conditions for Service**

Owner acknowledges and agrees that:

1. Approval of the annexation does not guarantee that the District does or will have capacity to provide water and/or sewer services to the annexed property, and the District makes no representations or warranties to Owner or Owner's successors regarding the availability of such services.
2. Upon annexation to the District, the annexed property will be subject to payment of principal, interest and other amounts due on account of any outstanding or then authorized and subsequently issued bonds, including revenue bonds, and other obligations, including taxes and assessments.
3. Connection, permit and inspection fees and other applicable charges in accordance with current District ordinances must be paid as a condition to receiving service. Thereafter, the property will be subject to ongoing service charges.
4. If a water and/or sewer lines are not available to serve the annexed property, Owner will be required to construct main line extensions and to acquire any necessary easements, at Owner's expense.

**E. Agent Designation**

Owner hereby designates the following person as Owner's agent with full authority to bind Owner in all respects related to this annexation:

Agent's name: \_\_\_\_\_  
Agent's address: \_\_\_\_\_  
Agent's telephone: \_\_\_\_\_  
Agent's FAX: \_\_\_\_\_  
Agent's email: \_\_\_\_\_

***F. Change of Ownership***

All fees, charges, deposits and other amounts paid to the District in connection with this application shall run with the land and be applied for the benefit of the subject property, regardless of who made the payments. All fees, charges, deposits and other amounts which become payable to the District in the future in connection with this application or the provision of service to the subject property, and any bonds required in the future, shall be the responsibility of the then current owner of the property. Any refunds by the District of fees, charges, deposits and other amounts will be made to the then current owner of the subject property, regardless of who made the payments.

***G. Owner Signature***

By signing this application below, Owner applies for and consents to the annexation of the property described herein to the Los Alamos Community Services District.

Date: \_\_\_\_\_

Owner's signature(s): \_\_\_\_\_

Name(s) printed: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Owner's telephone: \_\_\_\_\_

Owner's FAX: \_\_\_\_\_

Owner's email: \_\_\_\_\_

# ***LOS ALAMOS COMMUNITY SERVICES DISTRICT***

## **CHECKLIST**

### **Annexation of Territory**

1. \_\_\_ Owner or Owner's agent submits to District:
  - Completed Application for Annexation to District
  - Preliminary title report or similar evidence of current ownership
  - LAFCO Proposal Justification Questionnaire, completed to the extent possible
  - Assessor's Parcel Map with area to be annexed outlined in red (2 copies)
  - Map and legal description of area to be annexed complying with LAFCO and State Board of Equalization standards (8 copies)
  - One of the following: (i) certified Environmental Impact Report (13 copies), (ii) Negative Declaration (13 copies), (iii) Notice of Exemption (2 copies), or (iv) Environmental Questionnaire (if LAFCO will be lead agency) (2 copies)
  - List of current and any known future landowners or lessees (only for annexations related to development projects)
  - Pertinent reports, studies and other information that will assist the District or LAFCO in processing the application (2 copies)
  - LAFCO processing fee, in accordance with current LAFCO fee schedule, made payable to "LAFCO"
  - Deposit to cover review of map and legal description by County Surveyor in accordance with current County fee schedule, made payable to "County of Santa Barbara"
  - Deposit to cover District's administrative charge in processing the application, in accordance with current District annexation ordinance, made payable to "Los Alamos Community Services District"
2. \_\_\_ District staff and engineer review application submittals, including map and legal description, and notify Owner of (i) any deficiencies or additional requirements, and (ii) the annexation fee payable to the District.
3. \_\_\_ Owner corrects deficiencies and/or complies with additional requirements.
4. \_\_\_ District staff and engineer confirm that all deficiencies have been corrected and all additional requirements have been satisfied.
5. \_\_\_ District staff and engineer complete LAFCO Proposal Justification Questionnaire.
6. \_\_\_ District Board adopts Resolution of Application Initiating Proceedings for Annexation.

7. \_\_\_ District submits Resolution of Application, application materials and fees to LAFCO.
8. \_\_\_ LAFCO begins processing, determines whether application is complete and notifies District of any deficiencies.
9. \_\_\_ District, with Owner's assistance, corrects deficiencies.
10. \_\_\_ LAFCO issues Certificate of Filing and schedules hearing for not more than 90 days thereafter.
11. \_\_\_ LAFCO either approves or disapproves the annexation, with or without conditions. If disapproved, District refunds the annexation fee and any unused portion of the deposit paid to the District.

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Checklist completed by: \_\_\_\_\_

Date: \_\_\_\_\_