

YUBA LOCAL AGENCY FORMATION COMMISSION

APPLICATION SUBMISSION CHECKLIST:

These documents **are required** when submitting an application with boundary changes.

- YUBA LAFCO requires an electronic copy of all documents plus one physical copy of each in an indexed and tabbed binder(s). Please submit the following list of documents.
- Cover letter listing the materials being submitted.
- Resolution of Application (or signed registered voter or landowner petition).
- Completed and signed Proposal Application Questionnaire. (complete each question)
- Completed Plan for Providing Service(s) narrative.
- Completed Sphere of Influence Questionnaire, if needed.
- Cover page, map, and geographic description (3 signed and wet stamped originals).
- Market Absorption Study (For complex projects such as city annexations or incorporations)
- Assessor Parcel Map(s) with proposal area highlighted.
- List of all APNs within the proposal area.
- List of Property Owners names and property addresses within the proposal area. (List of property owners mailing address if no situs address available)
- Alphabetical list of streets with address ranges – City boundary changes only
- LAFCO processing fee deposit – please see the most recent fee schedule.
- Signed Fee and Indemnification Agreement.
- Financial Disclosure Statement.
- Pertinent reports, studies, and other information that will assist the LAFCO staff and Commission in understanding the application.
- Copy of Fish and Wildlife filing receipt.
- Certified EIR or Negative Declaration AND Notice of Determination OR Notice of Exemption.

Questionnaires, applications, map and description requirements, forms, and fee schedule can be found on LAFCO's website at www.yubalafco.org. Please contact LAFCO staff if you have questions at (530) 749-5467 or phensley@yuba.gov