

## SPHERE OF INFLUENCE CHANGE AND ANNEXATION

A request for a change in the City's Sphere of Influence or a request for annexation requires one (1) public hearing before the Planning Commission and one (1) public hearing before the City Council. A change in the Sphere of Influence or an annexation does not become effective until after they are approved by the Placer County Local Agency Formation Commission (LAFCo). The applicant or the applicant's representative must be present at all public hearings to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements. *Applications submitted without the required information are not required to be accepted for processing.* 

## **Application Submittal Requirements:**

- A) One (1) copy of the completed application form, with an address **approved by the Engineering Division** and all required original signatures.
- B) Application for Sphere of Influence change and/or annexation will not be accepted without signed Agreement for Full Cost Billing form.
- C) No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Planning Department:
- D) One (1) copy of the completed application form, with an approved address and all required signatures.

| E) | The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).  |
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| F) | Thirty (30) copies of an exhibit map drawn to scale.  (must be engineer's scale - no smaller than 1" = 40') indicating:  Property lines  Existing and proposed roadways, driveways, and structures  Existing easements and type  Street names  Assessor's parcel numbers for all parcels affected  Existing and proposed land use, general plan designations and zoning on subject and adjacent properties  Project name  A vicinity map  North arrow and scale  Summary of project statistics including acreage, square footage, bearings and distances  One (1) 8 ½" x 11" reproducible copy |
| G) | For Sphere of Influence Change:  Existing and proposed service providers, existing and projected need for public facilities, and capacity of existing and proposed service providers to meet those projections.  |
| H) | For Annexations:  One (1) copy of a preliminary title report, current within 6 months.  One (1) Copy of a metes and bounds legal description of the property. If the description references other documents or maps, copies of these documents must be attached.  A Plan for Public Services, including existing and proposed services providers and how provision of services will be financed.   |
| I) | Additional information as deemed necessary by the Planning Department (note: as each request for a change in the   |

NOTE: All exhibits larger than 8 1/2" x 11" must be FOLDED prior to submittal.

If you have questions, call the Planning Department at (916) 774-5276 (California Relay Service 1-800-735-2929) or, staff is available at 311 Vernon Street, Roseville, CA 95678

Sphere of Influence or annexation will vary and therefore application information needed to process the request will vary, it is strongly recommended that a pre-application meeting with Planning staff be requested by the project

applicant prior to submitting an application).