

Information for Filing a Complete Application for Annexation into the

CITY OF ORLAND

Each application must contain the following information, unless specifically waived by the Orland City Council. **Incomplete applications will not be processed or considered by the City.** The information described below is generic to all Annexation applications. Some specialized applications or projects may require additional information. Please consult with the Orland Planning Department prior to submitting an application at 530.865.1608.

Annexations involve a three-step process:

- The first is by the City of Orland
- The second is by LAFCo (Glenn Local Agency Formation Commission)
- The third is the final action by the City to either declare the property annexed, set the annexation for election, or abandon the process.

FIRST STEP: The City must complete its hearing(s) on the annexation, pre-zoning, and any development proposal prior to sending the annexation application to LAFCo for action. Please note that under the Cortese-Knox-Hertzberg Government Reorganization Act of 2000, pre-zoning remains in effect for two years.

SECOND STEP: Once the City's process is complete, the City of Orland acts as the applicant before LAFCo and prepares the LAFCo application in cooperation with the applicant. The Glenn LAFCo will conduct a hearing(s) and may either disapprove the application, conditionally approve the application, or approve the application on its own merit. Please note that on occasion, Glenn LAFCo refers the application back to the City of Orland for additional environmental analysis.

THIRD STEP: Upon approval of the application, LAFCo will advise the City of its action. The City may be required by LAFCo to conduct a protest hearing. Upon the conclusion of the protest hearing, the City may have three options:

- 1) Order the property annexed, if it is uninhabited (less than 12 registered voters) or all property owners are in support;
- 2) Order an election to decide annexation issue, if 25 percent of the property owners have voiced a protest;
- 3) Abandon the process, if over 50 percent of the property owners have filed a protest.

To minimize delay and duplication, the City encourages applicants to apply for all discretionary permits and approvals needed for the review of their projects at the same time. The concurrent review of all applications will also facilitate the environmental review process.

The Orland City Council shall have the sole discretion to determine whether an application to annex property to the City of Orland shall be made to the Glenn Local Agency Formation Commission (Glenn LAFCo). No application to annex property into the City of Orland shall be made without the City Council holding a public hearing to approve the annexation and to approve the submittal of an application for annexation to Glenn LAFCo. It shall be the responsibility of the project sponsor to pay all costs associated with the annexation application including all City fees, LAFCo annexation fees, State Board of Equalization fees, and any special election costs if necessary. The Orland City Council may waive, defer or pay for the costs associated with an annexation application where it determines that it is in the public interest to do so.

The following shall be included with all annexation applications:

- Completed Application Form, including the signatures of **ALL** property owners and applicants.
- Payment of all application fees. Applicants are responsible for all fees and costs (other agency fees, consultants, etc.) of processing an application with the City of Orland. Where a deposit is required, the applicant is responsible for maintaining a positive balance with the City.
- A map showing specific boundaries of the proposal, all bearings and distances, and the relationship of the boundaries to those of the existing district.
- A generalized map showing the boundaries and relative size of the proposal with respect to the surrounding area.
- A legal description of the boundaries of the proposal. The legal description may change if additional property is added or removed from the proposed annexation by either the City Council or LAFCo. If this occurs, a new legal description shall be provided by the applicant/developer prior to the City's or LAFCo's final action on the annexation.
- A list including the name and mailing address of each person who owns land within the area. This information may be obtained from the Glenn County Assessor's Office. Please use the attached form. Supporters of the annexation shall have an (**S**) by their name; those opposed shall have an (**O**) by their name; and those who are undecided or are not contacted shall have a (**U**) by their name.
- Identification of and/or submittal of development applications and pre-zoning request, if applicable.
- Completed Environmental Information Form.
- **Mailing labels** (**two sets**) containing the names and mailing addresses of all owners of property within a 300 foot radius of the perimeter of the project site property. The mailing labels shall be used to mail notices of the public hearing to adjacent property owners, shall be prepared and certified by a Title Company that the list of property owners and mailing addresses was prepared from the most current information available from the Glenn County Assessor.
- Completed and signed Indemnification Form.
- Consent to Annex signed by all property owner(s).

Annexation Application
City of Orland

- Names and addresses of providers of the following services, **BEFORE AND AFTER** the annexation:

Police protection
Sewer provider
Water provider

Fire district
Irrigation district
Schools

Mosquito abatement
Community Services District
Other

- Assessed value and use code for each parcel.
- Existing land use on each parcel.
- Completed Hazardous Waste and Substances Statement.

REGISTERED VOTERS

Complete only if there are 12 or more registered voters.

Please provide the following information for **ALL** registered voters living in the proposed annexation area. Obtain the information from the most recent list from the Glenn County Elections Office. Provide an **(S)** next to the name if the individual supports the annexation; an **(O)** if the individual opposes the annexation; and a **(U)** if the individual is undecided or not contacted.

NAME OF REGISTERED VOTER

MAILING ADDRESS
(include City, State and Zip)

1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____
7)	_____
8)	_____
9)	_____
10)	_____
11)	_____
12)	_____

**Please use additional sheets if needed.*

PROPERTY OWNERS

Please provide the following information for **ALL** property owners within the proposed annexation area. Obtain the information from the most recent list from the Glenn County Assessor's Office. Provide an **(S)** next to the name if the property owner supports the annexation; provide an **(O)** next to the name if the property owner opposes the annexation; and a **(U)** next to the name if the property owner is undecided or not contacted.

<u>NAME OF PROPERTY OWNER</u>	<u>MAILING ADDRESS</u> <u>(include City, State and Zip)</u>	<u>ASSESSOR'S PARCEL #</u> <u>(Book, Page and Parcel)</u>
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____

**Please use additional sheets if needed.*

**CITY OF ORLAND
PLANNING DEPARTMENT
815 FOURTH STREET
ORLAND, CA 95963
530.865.1608
530.865.1632 (FAX)**

INSTRUCTIONS FOR FILING APPLICATION FOR ANNEXATION

Applicants are encouraged to consult with the Technical Advisory Committee (TAC) prior to filing this application. The Technical Advisory Committee meets the third Wednesday of each month, dependent upon case load, at 10:00 a.m. in Carnegie Center, 912 Third Street, Orland, CA 95963. Please contact the Planning Department at 530.865.1608 or by email: nsailsbery@cityoforland.com to schedule your pre-project review for TAC.

1. Application Form must be properly filled out and signed by owner(s) of property and Applicant(s). All property owner(s) must sign (husband and wife) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this Application. If a corporation is the property owner, a Resolution from the corporation authorizing this Application must be submitted.
2. Environmental Information Form must be properly filled out and signed.
3. The Application fee for an annexation is only for the processing of the application and not a guarantee that the project will be approved. The fee amount listed below is non-refundable.

**Annexation/Detachment (City fee only): \$2,375.00
(Glenn LAFCo fees are separate)**

4. One copy of all information (maps, plot plans, site plans, etc.) shall be submitted in **digital format** (CD or DVD) to the City of Orland as part of a complete application.
5. Along with the application, a reproducible 11" x 17" (minimum acceptable size) map must be submitted. The map shall contain the following for a complete application:
6. Maps shall be drawn to scale (on a sheet of paper 11" x 17" or larger) large enough to show all information legibly. Applicant shall submit twenty-five (25) **FOLDED** copies with the north arrow facing the top of the page or to the left. These copies are for submittal to Agencies (i.e. Caltrans, Public Works, City Engineer, etc.) for early project review only. Please note that additional maps will be required to be provided by the Applicant at the City's request for any environmental documents prepared, for the required Technical Advisory Committee meeting(s) and all Public Hearing(s). Maps shall include, but not be limited to, the following:
 - a. Name, address, telephone number (home, business, mobile), and email address of property owner, applicant, and agent.
 - b. Address of the project site.
 - c. Current Glenn County Assessor's Parcel Number (APN) and map depicting the subject property.
 - d. Property dimensions and acreages.
 - e. North arrow and scale. Lettering shall be right side up with the North arrow at the top of the page (see attached Sample Site Plan).

- f. Names of all adjoining streets or roads, widths of City road rights-of-way, location of the center of all roads, locations of access roads and driveways.
 - g. Proposed use or type of business
 - h. Signs in conformance with Chapter 17.78, Sign Ordinance, of the Orland Municipal Code. Please show all existing and proposed signs.
 - i. Location and nature of utilities.
 - j. Location of all US Bureau of Reclamation facilities (canals, laterals, access roads, etc.).
 - k. Existing water and sewer provider(s) and the locations and sizes of mains, existing and proposed storm water runoff and drainage and all existing and proposed easements.
7. File one copy of the County Assessor's Map with the property's proposed use delineated.
8. The attached Environmental Information Form must be properly filled out and signed. The information submitted by the applicant will be used for the preparation of the Initial Study in compliance with the California Environmental Quality Act (CEQA). The Initial Study will determine whether the project requires an Environmental Impact Report or whether a Negative Declaration/Mitigated Negative Declaration is sufficient. The cost of the environmental evaluation process will be the City's staff hourly fee or the consultant's fee plus five (5) percent. Fifteen (15) percent of the value of the contract will be charged to the applicant for City Staff review of any environmental document prepared by a consultant. An environmental Fish and Game Fee will also be required if your project is approved. This fee is due within five (5) days of approval of your project (see below for these fees).
9. For complex projects an estimate of the City of Orland Staff time and expense shall be prepared by the Planning Department within thirty (30) days of Application submittal. The Applicant shall be notified of the amount of deposit required in writing. The Applicant shall be required to deposit the amount of money specified in the estimate in a Planning Department Trust Account for that specific Application.

No work shall be performed by the Planning Department on the project in excess of the allotted hours listed above until funds are deposited in a Planning Department Trust Account. Funds shall be deposited prior to determining that the Application is complete for processing.

At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the Applicant.

10. Environmental Review fees shall be charged to the Applicant as follows (Adopted by the Orland City Council on September 7, 2004. Effective October 7, 2004):

<u>TASK DESCRIPTION</u>	<u>CITY PLANNER HOURS included in Fee</u>	<u>Fee</u>
-California Environmental Quality Act (CEQA) Review:		
-CEQA Notice of Exemption:	1	\$100.00
-CEQA Notice of Determination:	1	\$100.00
-CEQA Initial Study:	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-CEQA Negative Declaration/ Mitigated Negative Declaration	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-Environmental Impact Report (EIR)	Prepared by consultant, Approved by City at Applicant's Expense	Actual cost of contract plus five (5) percent of contract value for contract administration
-Review of Negative Declaration/ Mitigated Negative Declaration/EIR prepared by consultant	15% of value of consultant contract	15% of value of consultant contract

NOTE: The amount of the appropriate deposit to be collected for Initial Study and/or Negative Declaration/Mitigated Negative Declaration will be determined by the City Planner, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Orland to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.

11. A petition signed by all property owner(s) involved with the request.
12. According to Section 65943 of the California Government Code, your Application will be reviewed within thirty (30) days and you and/or your agent will receive written notice regarding the completeness of your Application. The Technical Advisory Committee or other reviewing Agencies may, in the course of processing the Application, request the Applicant to clarify, amplify, correct, or otherwise supplement the information required for the Application, according to Section 65944(C), Division 13, of the State of California Public Resources Code.

13. If the California Department of Fish and Game requires environmental review fees, the Applicant is responsible for these additional fees which are due within five (5) days after City Council certification of the environmental document. The fees, as of January 1, 2008, are as follows and are subject to change by the State of California:

-Negative Declaration:	\$1,876.75
-Mitigated Negative Declaration:	\$1,876.75
-Environmental Impact Report:	\$2,606.75
-Environmental Document:	
pursuant to a Certified Regulatory Program (CFP):	\$ 886.25
-County Clerk Processing Fee:	\$ 50.00

Please Note: The check or money order for these fees should be made payable to the **GLENN COUNTY RECORDER'S OFFICE** and submitted to the City of Orland within five (5) days of project approval.

14. The Applicant shall deposit the following with the City of Orland **at the time of application submittal**:
- 1.5 percent of the development engineer's construction cost estimate of the site improvement items (\$300,000 or more of site improvements);
 - \$2,000 for all other projects;
 - City Engineering fees (based on an hourly rate of \$95.00) will be billed separately by the City of Orland to the Applicant for any remaining funds owed to the City. If an excess of funds is remaining, the City will issue a refund.
 - All costs are the responsibility of the Applicant.
15. City Attorney fees will be billed separately and are the responsibility of the Applicant.
16. A Technical Advisory Committee (TAC) meeting shall be held to consider the application and applicant(s) and landowner(s) shall be invited, in writing, to attend.
17. The City has six (6) months to complete a Negative Declaration/Mitigated Negative Declaration and one (1) year to complete an Environmental Impact Report. An extension is allowed by mutual consent.
18. The City must hold a public hearing(s) on the application. Legal notice of said hearing(s) shall be provided at least twenty (20) calendar days prior to the public hearing(s). Property owners within 300 feet of the project will be notified as well.
19. Applicant will be notified of the date of all meetings and public hearings at which the applicant or applicant's representative should be present.
20. Applicant will be notified in writing of the action taken on the application(s).

**CITY OF ORLAND
PLANNING DEPARTMENT
815 FOURTH STREET
ORLAND, CA 95963
530.865.1608 (PHONE) 530.865.1632 (FAX)**

APPLICATION FOR ANNEXATION

Please submit the following items. A complete Application will ensure its prompt processing. If you have any questions, please contact the City of Orland Planning Department at 530.865.1608 or by email to nsailsbery@cityoforland.com.

1. APPLICANT(S):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

2. PROPERTY OWNER(S):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

3. Name and address of property owner(s) duly authorized agent who is to be furnished with Notice of Hearing (Section 65091 California Government Code):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

4. Address and Location of Project: _____

5. Current Assessor's Parcel Number(s): _____

16. **Fire Protection:**

Existing: _____

Proposed: _____

17. **Police:**

Existing: _____

Proposed: _____

18. **Storm drainage:**

Existing: _____

Proposed: _____

19. **School District:**

Existing: _____

Proposed: _____

20. **Irrigation District:**

Existing: _____

Proposed: _____

21. **Other:**

Existing: _____

Proposed: _____

22. **Natural Hazards (include past and current uses, if any):** _____

**Please use additional sheets if needed.*

CONSENT TO ANNEXATION

*(Each property owner must sign a separate **Consent to Annexation** Form)*

I/We (am/are) the owner(s) of the hereinbelow described real property.

I/We hereby consent to the annexation of such property by the CITY OF ORLAND.

I/We hereby agree to pay all fees and costs for annexation, as established by the City.

I/We hereby consent that this agreement is intended to be and it shall be construed and deemed to be a covenant running with the land, and it shall, therefore, be binding not only upon me/us but upon all subsequent owners thereof and all persons claiming any right, title or interest thereon. I/We will include such restrictions and/or covenant on any deed relating to said property we shall execute.

The property is more particularly described as:

Please attach LEGAL DESCRIPTION.

I/We declare that the foregoing is true and correct under penalty of perjury.

Executed at Orland, California on _____ 20____

Property Owner Signature

Property Owner Signature

DECLARATION UNDER PENALTY OF PERJURY

*(Must be signed by **EACH** applicant and **EACH** property owner)*

I am (we are) the owner(s) and/or applicant(s) of property involved in this application, and I (we) have completed this application and all other documents required.

I am (we are) the owner(s) and/or applicants of the property consenting to the preparation and submission of this application.

I (we) also shall agree to abide by the conditions of approval as issued by the Planning Commission.

I (we) declare under penalty of perjury that the foregoing is true and correct.

The property owner(s) and/or applicant(s) by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action, or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement, whether or not there is concurrent passive or active negligence on the part of the City.

Property Owners(s):

Print Name

Signature

Date

Print Name

Signature

Date

Applicant(s):

Print Name

Signature

Date

Print Name

Signature

Date

ENVIRONMENTAL INFORMATION FORM

Date Filed: _____

General Information:

1. Name and address of developer/project sponsor: _____

2. Address of PROJECT: _____

3. Assessor's Parcel Number: _____

4. Name, address and telephone number of person to be contacted concerning this project:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing Zoning District: _____

7. Proposed use of the site (Project for which this form is filed): _____

Project Description:

8. Site size:

9. Square footage:

10. Number of floors to be constructed:

11. Amount of off-street parking provided:

12. If residential:

Number of units:

Design of units (i.e. single family, multi-family, etc):

Square footage of each unit:

13. If commercial:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable):

Hours of operation:

14. If industrial:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

15. If institutional:

Estimated occupancy:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

16. If the project involves a variance, conditional use, request for annexation, or rezoning application, state this and indicate clearly why the application is required.

17. Attach site plan(s).

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary):

18. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.

Yes _____ No _____

19. Change in scenic views or vistas from existing residential areas or public lands or roads.

Yes _____ No _____

20. Change in pattern, scale or character of general area of project.

Yes _____ No _____

21. Significant amounts of solid waste or litter.

Yes _____ No _____

22. Change in dust, ash, smoke, fumes or odors in the vicinity.

Yes _____ No _____

23. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.

Yes _____ No _____

24. Substantial change in existing noise or vibration levels in the vicinity.

Yes _____ No _____

25. Site on filled land or on slope of 10 percent or more.

Yes _____ No _____

26. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

Yes _____ No _____

27. Substantial change in demand for municipal services (police, fire, water, sewage, etc.),

Yes _____ No _____

28. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)

Yes _____ No _____

29. Relationship to a larger project or series of projects.

Yes _____ No _____

Environmental Setting:

30. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
31. Describe the surrounding properties, including information on plant – and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc) intensity of land use (one-family, apartment houses, shops, department stores etc.) and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Printed Name (Applicant)

Signature (Applicant)

Date

Printed Name (Property Owner)

Signature (Property Owner)

Date

Printed Name (Property Owner)

Signature (Property Owner)

Date

Printed Name (Agent/Representative)

Signature (Agent/Representative)

Date

**All property owner(s)/applicant(s) must sign. Please use additional sheets if needed.*