

City of Visalia

Memo



To: Applicant
From: Planning Division
Re: Annexation Application

Attached are required forms for your annexation application. In order to process your application the following must be submitted:

1. Completed "City of Visalia Planning Division Permit Application". This application is required for all annexations and any other discretionary permits (i.e. Tentative Subdivision Map, General Plan Amendment) that are needed for the project.
2. Completed "agency authorization" form. If you are not the property owner of record we will require that the owner(s) authorize you to act as his/her agent.
3. Completed "consent to annex" form. A consent form must be submitted with the signatures of all persons appearing on the deed for each property requested to be annexed.
4. Completed "Financial Disclosure Statement" (Form E-9). The Tulare County Local Agency Formation Commission (LAFCO) requires this form to disclose all persons and entities involved with the project and any financial contributions made to LAFCO so that commissioners and staff can be aware of any potential conflicts of interest.
5. Signed "Annexation Indemnification Agreement" (Form E-8). This indemnification agreement is required by the Local Agency Formation Commission (LAFCO) which has the final approval on annexations. Please do not fill out the portion of the agreement reserved for the Subject Agency, City Manager, or City Clerk.
6. Geographic description and map of the proposed annexation area. These materials must be prepared consistent with the State Board of Equalization's Requirements for Change of Jurisdictional Boundaries, described in Sections 54900 through 54903 of the California Government Code. A copy of these requirements for geographic descriptions and maps are attached to this memorandum.
7. Copy of the deed(s) of the property.
8. Filing fees. In order to accept the application, fees must be paid at the time the application is submitted. Fees required are the City's application fee, LAFCO fee, State Board of Equalization fee, and environmental fees.

If you have any questions regarding your application, or to get a total amount of the fees required, please contact the Planning Division at (559) 713-4359.



CITY OF VISALIA
PLANNING DIVISION PERMIT
APPLICATION

DATE STAMP

PERMIT APPLICATION(S):

Check all permits being applied for with this application.

- CONDITIONAL USE PERMIT
- AMENDMENT TO EXISTING CUP
- ZONING VARIANCE/EXCEPTION
- NOISE VARIANCE
- CHANGE OF ZONE
- ANNEXATION
- LOT LINE ADJUSTMENT
- TENTATIVE PARCEL MAP
- TENTATIVE SUBDIVISION MAP
- GENERAL PLAN AMENDMENT
- SPECIFIC PLAN AMENDMENT

****Staff Use Only****
 Project Number(s) _____

 Planning Commission
 Date: _____

Short title or name of proposed project:

Summary description of the proposed project:

SITE:

Site Plan Review number(s) _____

Date of SPR Committee revise & precede authorization _____

Address or nearest major street intersection _____

APN(s) _____

Existing Zone _____ Existing General Plan Land Use Designation _____

Proposed Zoning Designation _____

Proposed Land Use Designation _____

Site area (acres, or square feet if less than one acre) _____

Existing streets directly adjacent to the site _____

Existing use(s) _____

Existing improvements/structures _____

PROPERTY OWNER(S):

If more than two owners, please provide information and signature(s) on a separate sheet.

Name (print) _____ Name (print) _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Statement: I/We declare under penalty of perjury that I am/we are the legal owner(s) of the property involved in this application. I/We authorize the person named in this application as the Project Main Contact to act as my/our representative with City Staff regarding the processing of this application.

Date

Property Owner Signature

Date

Property Owner Signature

PROJECT MAIN CONTACT/REPRESENTATIVE:

(This is the person who will be the main contact with City Staff, and will receive all correspondence.)

Name (print) _____

Firm/Company _____

Mailing Address _____

Phone _____ Fax _____ E-Mail _____

Statement: I will be the main contact and representative of the proposed project with City Staff during the processing of this application. I declare under penalty of perjury that all statements and documents submitted with this application are true and correct to the best of my knowledge.

Date

Project Main Contact/Representative Signature

OTHER INVOLVED PARTIES:

Fill in all that apply.

Is the property currently in escrow? If so, to whom? _____

(Write "none" if property is not in escrow.)

Developer/Builder _____

Mailing Address _____

Phone _____ Fax _____

Contractor _____

Engineer _____

Architect _____

NAMES OF PRINCIPALS, PARTNERS, AND/OR TRUSTEES:

List the names of any and all principals, partners, and/or trustees where any property owner or developer/builder is a corporation, partnership, or trust. For corporations provide names of officers and directors. For trusts provide names of trustees and beneficiaries.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



CITY OF VISALIA
PLANNING DEPARTMENT
ENVIRONMENTAL CONDITIONS
REQUIRED FOR ALL PROJECTS

SITE CHARACTERISTICS:

Flood Zone Designation: _____ Height Of Required Minimum Building Elevation: _____

Is The Project Site Within A:

Historic District: Yes / No

Specific Plan Or Master Plan Area: Yes / No (If Yes, Name) _____

Special Study Area: Yes / No (If Yes, Name) _____

Agricultural Preserve: Yes / No

Williamson Act Contract: Yes / No: If Yes, Preserve # _____ Contract # _____

Has A Notice Of Non-Renewal Been Filed? Yes / No Date Filed: _____

Please Check All Items Applicable To The Project:

_____ Mature Oak Trees On Site Or Within Forty Feet Of The Site

_____ Within Protected Species Or Habitat Area

_____ Evidence of Hazardous Waste Or Previous Hazardous Uses Or Processes Occurring On Site

_____ Waterways Adjacent To The Project Site, And/Or Any Planned Changes In Streams, Waterways, Rivers, Ditches

_____ Known Cultural Resources On Site

_____ Within ¼ Mile Of Any School

_____ Increase In Light Or Glare To Immediate Vicinity After Project Is Completed

_____ Increase In Noise To Immediate Vicinity After Project Is Completed

_____ Within Two Miles Of An Airport

AGENCY AUTHORIZATION

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number (APN):

AGENT:

I designate _____, to act as my duly authorized
(Agent's Name) (Please type or print)

agent for all purposes necessary to file an application for, and obtain a permit to

(Action Sought)

relative to the property mentioned herein.

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

Executed this _____ day of _____, 20_____.

<u>OWNER</u>	<u>AGENT</u>
_____ (Signature of Owner)	_____ (Signature of Agent)
_____ (Owner Mailing Address)	_____ (Agent Mailing Address)
_____ (Owner Telephone)	_____ (Agent Telephone)

APPROVED:
CITY OF VISALIA

By: _____ Date: _____
(Signature)

*NOTE: Attach acknowledgment of signature(s) by Notary Public if executed outside the State of California.

Tulare County Local Agency Formation Commission

Financial Disclosure Statement

In accordance with the requirements of the State of California Fair Political Practices Commission, this Statement of Disclosure form must be completed by each applicant or their agent for any application which will require discretionary action on the part of the Local Agency Formation Commission (reference Government Code §84308).

Entity is defined as: "Any firm, partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

Person is defined as: "Any individual"

- 1. List the names of all persons and/or entities having ownership interest in the property involved or any financial interest in the application:

- 2. If any entity identified pursuant to #1 is a corporation or partnership, list the names of all persons owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

- 3. If any entity identified pursuant to #1 is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization or as trustee or beneficiary or trustor of the trust:

- 4. Has any person and/or entity identified pursuant to #1 had \$250 or more worth of business transacted with any Commissioner or Alternate or Commission staff person within the past 12 months? Yes/No

If yes, please indicate the name(s) of the person/entity:

5. Has any person and/or entity identified pursuant to #1 or their agent, contributed \$250 or more to any Commissioner or Alternate within the past 12 months? Yes/No

If yes, please indicate person(s), entity(s) or agent(s) making contribution:

and name of Commissioner(s)/Alternate(s) receiving contribution:

I hereby certify under penalty or perjury that the above information is true and accurate to the best of my knowledge.

Name/Title of Application

Name of Applicant

Signature of Applicant

Date

Commissioners:

Juliet Allen, Public Member

Rudy Mendoza, City Member (Woodlake)

Steve Worthley, County Member (District 4)

Cameron Hamilton, City Member (Porterville)

Allen Ishida, County Member (District 1)

Alternates:

Mike Ennis, County Alternate (District 5)

Amy Shuklian, City Alternate (Visalia)

Gerald Magoon, Public Alternate

Staff:

Ben Giuliani, Executive Officer

Cynthia Echavarria, Staff Analyst

Nina Dong, Counsel

Application Indemnification Agreement

Project Title: _____

Applicant(s) shall indemnify, defend, and hold harmless the Tulare County Local Agency Formation Commission ("LAFCO" or the "Commission") from and against any claims, actions, or proceedings for damages, losses, attorneys' fees, private attorney general fees and/or costs awarded to any party against LAFCO to attack, set aside, void, or annul any findings, resolutions, entitlements, certifications under the California Environmental Quality Act ("CEQA") or other environmental review, and approvals by LAFCO given in regard to the Project described or identified in this Application and any other related proceedings (hereinafter referred to collectively as "Project" which includes annexations, reorganizations, detachments, dissolutions, formations, mergers, consolidations, sphere of influence amendments and extraterritorial service agreements), or to impose personal liability against such LAFCO commissioners, officers, employees, agents, or attorneys resulting from their official involvement in any Project proceedings, including any claims, actions or proceedings for any damages, losses, attorneys' fees, private attorney general fees and/or costs awarded to any party and against LAFCO.

For the purposes of this Agreement, the term "Applicant" shall include all parties applying for discretionary approval of the Project, including but not limited to the subject agency or agencies (the district(s) and/or city for which a change of organization or reorganization is proposed), the owner or owners of the property or properties upon which the Project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)' heir(s), assign(s), and successor(s)-in-interest to which this Agreement applies.

The undersigned Applicant(s) expressly warrant his/her/its/their authority to enter into this Agreement and bind all applicants and parties, including but not limited to the subject agency or agencies, owner or owners of any property or properties upon which the project is sited, the developer or developers of the property or properties upon which the Project is sited and the Applicant(s)'s heir(s), assign(s), and successors-in-interest. The Applicant(s) having read and considered the above provisions, indicate his/her/its/their agreement by their authorized signatures below.

Date:

Subject Agency: _____

By: _____

Attest: _____

Printed Name: _____
City or District Manager

Printed Name: _____
City or District Clerk

[If the Applicant is an Individual(s)]

Applicant:

By: _____ By: _____

Printed Name: _____ Printed Name: _____
"Applicant" "Applicant"

[If the Applicant is a general or limited partnership, use the following signature lines:]

Applicant:

By: _____

Printed Name: _____
General Partner
"Applicant"

[If the Applicant is a corporation, use the following signature lines:]

Note: Pursuant to Corporations Code section 313 a contract with a corporation must be signed by one person from the following corporate officers: chairperson of the board, the president or any vice-president and must also be signed by a second person from the following corporate officers: the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer unless the contract is accompanied by a certified copy of the Board of Directors resolution authorizing the execution of the contract by a single designated officer or person.

Applicant:

By: _____

Printed Name: _____
CEO or President or Vice President

By: _____

Printed Name: _____
CFO or Secretary or Treasurer

REQUIREMENTS FOR METES AND BOUNDS LEGAL DESCRIPTION

Descriptions of the territory that are filed with the Board's Tax Area Service Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law. Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the Board. Boundary descriptions that merely cite recorded documents or refer to assessor's parcel numbers will not be accepted. Any supporting documents may be used as reference only and cannot be used as a substitution. Written geographic descriptions shall conform to the following specifications:

1. Every written description must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted. The TASS cartographic staff must be able to plot the boundaries from the written description alone.
2. The written description shall be of the project area only. If a complete description of the special district is filed, the project area shall be clearly identified in a separate document.
3. The geographic description shall:
 - a. State the township and range, section number(s) or rancho(s)
 - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of a street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or recorded survey map. It is preferable that the POB be the point of departure from an existing district boundary (when applicable).
 - c. Be expressed as a specific parcel description in sectionalized land (e.g., The SW 1/4 of Section 22, T1N, R1W) or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.

Following are examples of unacceptable and acceptable descriptions:

Unacceptable (*This description refers only to extraneous documents and does not stand alone.*)

"From a point of beginning, northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence easterly to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds..."

Acceptable (This is the same description with the courses numbered and the bearings and distances added.)

"From the point of beginning:

Course 1. North 1 18'56" West a distance of 150' to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence,

Course 2. North 85 7'56" West a distance of 75' to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds, thence..."

4. The written description shall state the acreage for each separate single area (see Definitions and Special Fee Provisions for the definition of a single area) and a combined total acreage of the project area.

Example: "Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less."

5. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

Further information can be found here:

<http://www.boe.ca.gov/proptaxes/pdf/jurboundaryreq.pdf>

REQUIREMENTS FOR MAPS

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications:

1. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.
2. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.
3. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
4. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
5. Every map must clearly show all existing streets, roads and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
6. Every map shall bear a scale and a north arrow. The point of beginning shall be clearly shown and match the written description.
7. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. 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.
8. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.
9. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
10. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged

drawing. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.

11. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform,. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. TASS has standardized the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area(s).

Further information can be found here:

<http://www.boe.ca.gov.proptaxes/pdf/jurboundaryreq.pdf>

**EXAMPLE
GEOGRAPHIC
DESCRIPTION**

ANNEXATION 2005-11, Burke St./Ben Maddox Way Island

That portion of the Southeast quarter of the Southeast quarter of Section 20, Township 18 South, Range 25 East, Mount Diablo Base and Meridian, described as follows:

Commencing at the intersection of the centerline of Burke Street and Harold Avenue;

Thence, (1) South $89^{\circ} 50' 30''$ East along the prolongation of the centerline of Harold Avenue a distance of 30 feet to a point on the east right of way line of Burke Street and an angle point in the existing City limit line, said point being the True Point of Beginning;

Thence, (2) continuing South $89^{\circ} 50' 30''$ East along the existing City limit line a distance of 1218.60 feet more or less to a point on the west right of way line of Ben Maddox Way and an angle point in the existing City limit line;

Thence, (3) South along said west right of way line and the existing City limit line a distance of 287.99 feet more or less to an angle point in said west right of way line;

Thence, (4) North $88^{\circ} 09' 50''$ West along said west right of way line and the existing City limit line a distance of 10.08 feet more or less to an angle point in said west right of way line;

Thence, (5) South along said west right of way line and the existing City limit line a distance of 574.79 feet more or less to an angle point in the existing City limit line;

Thence, (6) North $89^{\circ} 50' 25''$ West along the existing City limit a distance of 219.52 feet more or less;

Thence, (7) South $00^{\circ} 08' 15''$ West along the existing City limit a distance of 79.00 feet more or less;

Thence, (8) North $89^{\circ} 50' 25''$ West along the existing City limit a distance of 201.50 feet more or less;

Thence, (9) North $00^{\circ} 08' 15''$ East along the existing City limit a distance of 110.00 feet more or less;

Thence, (10) North $89^{\circ} 50' 25''$ West along the existing City limit a distance of 195.00 feet more or less;

Thence, (11) South $00^{\circ} 08' 15''$ West along the existing City limit a distance of 115.00 feet more or less;

Thence, (12) North $89^{\circ} 50' 25''$ West along the existing City limit a distance of 322.16 feet more or less;

Thence, (13) North $00^{\circ} 14' 15''$ East along the existing City limit a distance of 63.67 feet more or less;

Thence, (14) North $89^{\circ} 50' 25''$ West along the existing City limit a distance of 274.33 feet more or less to a point in the east right of way line of Burke Street and an angle point in the existing City limit line;

Thence, (15) North 00° 14' 15" East along said east right of way line and the existing City limit a distance of 334.00 feet more or less;

Thence, (16) North 89° 50' 25" West along said east right of way line and the existing City limit a distance of 10.00 feet more or less;

Thence, (17) North 00° 14' 15" East along said east right of way line and the existing City limit a distance of 65.00 feet more or less;

Thence, (18) South 89° 50' 25" East along said east right of way line and the existing City limit a distance of 10.00 feet more or less;

Thence, (19) North 00° 14' 15" East along said east right of way line and the existing City limit a distance of 484.00 feet more or less to the True Point of Beginning and containing 25.02 acres of land more or less.

For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.

ANNEXATION NO. 2005-11

BURKE ST/BEN MADDOX WAY ISLAND



25.02 ACRES

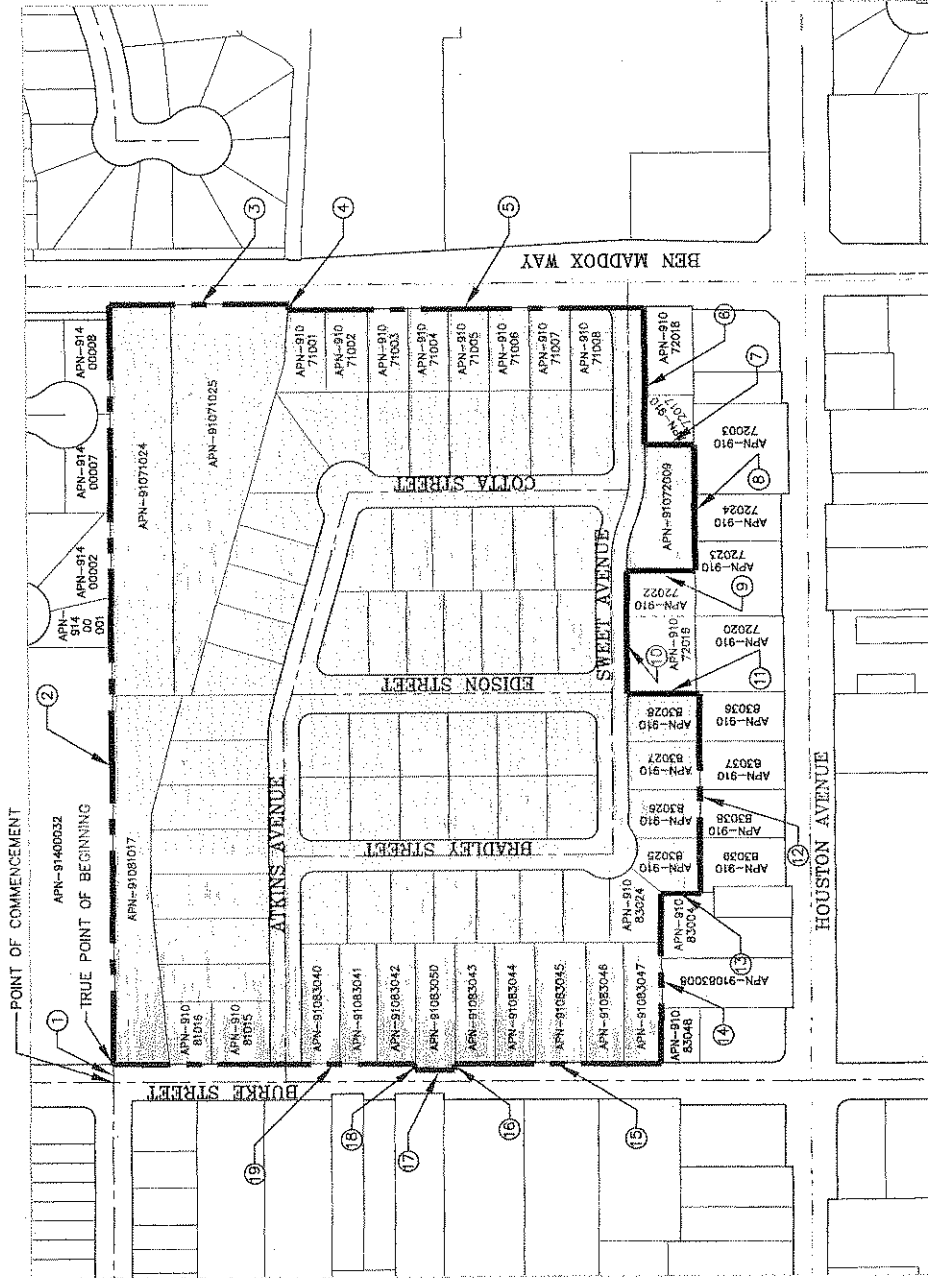
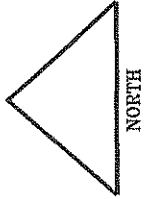
CITY OF VISALIA

EFFECTIVE:

A PORTION ON THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 20, T.18S. R.25E., M.D.B. & M., COUNTY OF TULARE, STATE OF CALIFORNIA

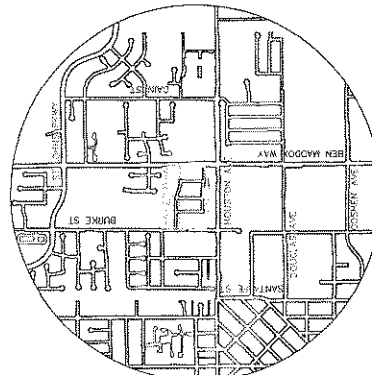
LEGEND

-  EXISTING CITY LIMITS
-  AREA TO BE ANNEXED



COURSES:

1	S89°50'30"E	30'
2	S89°50'30"E	1218.60'
3	SOUTH	287.99'
4	N88°09'50"W	10.08'
5	SOUTH	574.79'
6	N89°50'25"W	219.52'
7	S00°08'15"W	79'
8	N89°50'25"W	201.50'
9	N00°08'15"E	110'
10	N89°50'25"W	195'
11	S00°08'15"W	115'
12	N89°50'25"W	322.16'
13	N00°14'15"E	63.67'
14	N89°50'25"W	274.33'
15	N00°14'15"E	33.4'
16	N89°50'25"W	10'
17	N00°14'15"E	65'
18	S89°50'25"E	10'
19	N00°14'15"E	484'



VICINITY SKETCH N.T.S.

EXAMPLE MAP