



GLENN LOCAL AGENCY FORMATION COMMISSION

125 South Murdock Avenue, Willows, CA 95988

Phone: 530-934-6540, Fax: 530-934-6713

OUTLINE OF LAFCO APPLICATION REQUIREMENTS

CONTENTS OF APPLICATION

A formal application must include the following documents in order to be accepted for filing by the LAFCO Executive Officer:

1. **Resolution and Petition**
A Resolution of application adopted by the affected legislative body ; and
A Petition of application property filled out and signed.
2. **Completed Justification of Proposal Questionnaire**
3. **Legal Descriptions and Maps**
A legal description for each proposal; a map large enough to show the entire proposal. Upon final approval, additional copies of maps may be required.
4. **Letter of Property Owner Consent**
A letter of consent from each affected property owner is required if the application is to be processed without public notice or hearing.

PROCESSING FEES

1. LAFCO Filing Fee - Fee schedule attached. (Filing fee may be waived by the Commission if requested in writing)
2. Board of Equalization Filing Fee - Fee schedule attached. (Required by the State and cannot be waived)

CITY APPLICATIONS

1. **Adopted Ordinance Designating Pre-zoning of Affected Property**
Pre-zoning must be completed pursuant to LAFCO policy prior to application.

OPTIONAL

1. If the Applicant prepares a Negative Declaration and submits with application there will be no charge. If the Applicant does not submit a Negative Declaration, and the LAFCO staff has to prepare one, a fee will be charged (see attached fee schedule).
2. To prepare the Environmental Impact Report, the cost will be born by Applicant.