



Annexation Submittal Requirements

GENERAL REQUIREMENTS:

- 1. The Uniform Development Application must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Financial Interest Disclosure Form.
- 3. Environmental Information Form if required, as determined by the Planning Division per the California Environmental Quality Act.
- 4. Title Report providing evidence of property ownership and Williamson Act status of property.
- 5. Maps:
 - a. Five (5) copies of the annexation map conforming to the attached requirements.
 - b. Five (5) copies of a concept plan for development of the site
 - c. Size: sheets not less than 18" X 24", nor greater than 32" X 42" in size.
 - d. All maps shall be folded to a size of approximately 8½" X 11".
 - e. Six (6) sets of plans reduced to 8½" X 11" and twenty five (25) sets reduced to 11" X 17".
 - f. One (1) set provided in electronic format on CD or DVD, AutoCAD or .jpg formats.
- 6. Draft LAFCO annexation application (available at <http://www.stanislauslafco.org/>)
- 7. Copy of recent tax assessment showing all districts serving the property.
- 8. Legal description of property to be annexed
- 9. All applicable filing fees (see adopted fee schedule).

UTILITIES REQUIREMENTS:

Water:

- 1. Water demand calculations for all major projects are required. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 2. Identify and demonstrate the adequacy of the anticipated water supply for the project.

Wastewater:

- 1. Wastewater capacity calculations for all major facilities are required. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.

Storm Drainage / Treatment:

- 1. Identify and demonstrate the capacity of the downstream facilities expected to accommodate storm drainage flows from the proposed project area, where proposing to utilize downstream facilities for storm drainage (hydrology and hydraulic reports).

- 2. Storm drainage capacity calculations for all major projects are required (including temporary and permanent facilities). Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 3. Soils Report.

ANNEXATION MAP REQUIREMENTS:

Maps shall be clearly and legibly reproduced and shall include the following information:

- 1. A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads.
- 2. Legend including:
 - a. Addresses and APNs of properties proposed to be annexed.
 - b. Date, north point, scale and sufficient description to define location and boundaries of the proposed annexation.
 - c. Name, address, phone and fax number for the recorded owner(s).
 - d. Name, business address, phone and fax number for the person(s) who prepared the map.
 - e. Acreage of proposed annexation area to the nearest tenth (1/10th) of an acre.

Traffic requirements:

- 1. The names, locations, existing widths and centerlines of all existing roads, streets, highways, and rights-of-way, both public and private, in the vicinity of the project site. Public and private facilities shall be clearly distinguished.

Utility requirements:

- 1. Locations and size of all pipelines and structures used in connection therewith.
- 2. Alignment and location of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.).
- 3. Alignment and location of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- 4. Alignment and location of all backbone storm drain facilities (i.e. pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- 5. Location, size, and character of all existing private and public utilities, both above and below ground.
- 6. The widths, location and purposes of all existing and/or proposed easements.

General Requirements:

- 1. Outline of the area proposed to be annexed.
- 2. Parcels within and surrounding the area to be annexed.
- 3. Land uses and buildings in the area to be annexed and on surrounding properties.
- 4. City limit / boundary lines in the general vicinity of the proposed annexation.

- 5. Bearings and distances to quarter-section bounds within the general vicinity of the proposed annexation.
- 6. Location, size and type of all existing trees on the property and proposed public property.
- 7. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the map is within the 500-year flood zone or any floodway, depict flood zone / floodway boundaries on map.

Environmental review is required. Unless there has been previous environmental review of the “project” or it is concurrently under environmental review in connection with a zoning application, an “Environmental Information Form” and the environmental processing fee must be submitted with the annexation map (see adopted fee schedule). Make a single check for total fees for annexation map processing and environmental review payable to the City of Modesto.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission, Board of Zoning Adjustment or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Director, Board of Zoning Adjustment, Planning Commission, and/or City Council. The Board of Zoning Adjustment, Planning Commission, or City Council may deny, modify, or conditionally approve the application.

All entitlement decisions of the Planning Commission or Board of Zoning Adjustment are final unless appealed within fifteen (15) days of the date on which the decision is made. The appeal shall be in writing and filed with the City Clerk. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal.

Please note that for applications involving both discretionary approvals (such as re-zonings and specific plan amendments) and quasi-judicial approvals (such as tentative subdivision or parcel maps), the quasi-judicial application cannot be deemed complete or scheduled for a public hearing until the discretionary application has been approved by the City Council and becomes effective (for actions requiring adoption of an ordinance the action becomes effective 30 days after the second reading of the ordinance).