
CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

651 Pine Street, Sixth Floor ♦ Martinez CA 94553 ♦ (925) 335-1094 ♦ Fax (925) 646-1228

**FILING REQUIREMENTS FOR SUBMITTING
BOUNDARY CHANGE APPLICATIONS**

An application submitted to Contra Costa LAFCO should contain the following components:

- _____ **Cover letter listing the materials being submitted** (1 copy)
- _____ **Resolution of Application (or signed registered voter or landowner petition)** (1 copy)
- _____ **Completed Proposal Questionnaire** (9 copies)
- _____ **Completed Sphere of Influence Questionnaire, if needed** (1 copy)
- _____ **Assessor Parcel Map with application area highlighted in color** (1 copy)
- _____ **A Map showing the area proposed for annexation in proximity to the City and/or District boundary and sphere of influence** (1 copy)
- _____ **300 foot radius Map with Assessor Parcel Numbers** (1 copy)
- _____ **Map and legal description** (9 copies of each)
- _____ **Alphabetical list of streets with address ranges – City boundary changes only**
- _____ **Certified EIR** (14 copies) or **Negative Declaration** (14 copies) AND **Notice of Determination OR Notice of Exemption** (1 copy)
- _____ **Copy of proof of Fish and Game filing, and filing fee payment if necessary**
- _____ **List of current and any known future landowners or lessees** (1 copy)
(for any boundary change related to land use development projects)
- _____ **Mailing labels** for affected property owners and/or registered voters and for property owners and/or registered voters within 300 feet (two sets of labels)
- _____ **LAFCO processing fees** (in accordance with current LAFCO fee schedule)
- _____ **\$1,100 map check deposit** (payable to County of Contra Costa)
- _____ **Indemnification Agreement** (to be completed following approval of proposal)
- _____ **Pertinent reports, studies and other information that will assist the LAFCO staff and Commission in understanding the application** (1 copy)
- _____ **Financial Disclosure Statement** (1 copy) (per Government Code §84308 of the Political Reform Act)

Applications should comply with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, California Environmental Quality Act, Contra Costa LAFCO Commissioner Handbook, and all relevant codes and regulations. LAFCO application forms, policies and procedures are available on the LAFCO website at contracostalafco.org. Please contact the LAFCO office if you have questions regarding filing requirements or procedures.