



City of Red Bluff

Community Development Department
 555 Washington Street
 Red Bluff, CA 96080
 (530) 527-2605 ext. 3059

Application No. _____

APPLICATION FOR Annexation

Applicant Information		
Applicant Name		Phone
Applicant Street Address		Email
City	State	Zip
Property Owner Name (Attach list of owners if necessary)		Phone
Property Owner Address		Email
City	State	Zip
Property Information		
Property Address(es)		
Assessor's Parcel No(s)	Project Acreage	
Existing Land Use		
Number of Persons Residing on the Site	Number of Registered Voters Residing on the Site	
Yearly Sales Tax Generated Previous Tax Year (Commercial Properties Only)		
Subsequent Development Plans, if any, and Timing		
Required Signatures		
I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property or have attached the owner's written consent to file this application.		
Applicant's Signature		Date
For Office Use Only		
Present County Zoning	City Prezone Designation	
General Plan Designation (County)	General Plan Designation (City)	
Assessed Valuation: Land \$	Improvements \$	Year
Sewer Application No.	Date	Sewer Service Agreement? Waiver of Jurisdiction Needed?
Application Received By	City of Red Bluff Application Fee \$	
Date	Tehama County LAFCo Deposit \$	
Receipt No.	State Board of Equalization Fee \$	
	Environmental Review Fee \$	
Tehama County Filing Fee \$50 <input type="checkbox"/> Applies (Check payable to Tehama County) <input type="checkbox"/> Does Not Apply	Total Fees \$ (Check payable to the City of Red Bluff)	

INFORMATION FOR FILING A COMPLETE APPLICATION FOR ANNEXATION

Each application must contain the following information, unless specifically waived by the Red Bluff 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 Red Bluff Planning Department prior to submitting an application at (530) 527-2605 ext. 3059.

Annexations involve a three-step process:

- The first is by the City of Red Bluff
- The second is by LAFCo (Tehama 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 Red Bluff acts as the applicant before LAFCo and prepares the LAFCo application in cooperation with the applicant. The Tehama 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, Tehama LAFCo refers the application back to the City of Red Bluff 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 Red Bluff City Council shall have the sole discretion to determine whether an application to annex property to the City of Red Bluff shall be made to the Tehama Local Agency Formation Commission (Tehama LAFCo). No application to annex property into the City of Red Bluff 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 Tehama 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 Red Bluff 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 Red Bluff. 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 Tehama 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 Tehama County Assessor.
- Completed and signed Indemnification Form.
- Consent to Annex signed by all property owner(s).
- Names and addresses of providers of the following services, **BEFORE AND AFTER** the annexation:

Police protection	Fire district	Mosquito abatement
Sewer provider	Irrigation district	Community Services District
Water provider	Schools	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 Tehama 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 Tehama 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.*

INSTRUCTIONS FOR FILING APPLICATION FOR ANNEXATION

Applicants are encouraged to consult with the Community Development Department prior to filing this application. Please contact the Department at (530) 527-2605 ext. 3059 or by email at: sfriend@cityofredbluff.org.

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): \$3,165.00 (Tehama 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 Red Bluff 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:
 - 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 Tehama 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).
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 Tehama 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 the City of Red Bluff Sign Regulations. 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 (13) 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 California Department of Fish and Wildlife 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. Environmental Review fees shall be charged to the Applicant. These fees will be determined by the City based on level of CEQA review

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 Community Development Director, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Red Bluff to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.
 10. A petition signed by all property owner(s) involved with the request.
 11. 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.
 12. If the California Department of Fish and Wildlife 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, 2018, are as follows and are subject to change by the State of California:

-Negative Declaration:	\$2,280.75
-Mitigated Negative Declaration:	\$2,280.75
-Environmental Impact Report:	\$3,168.00
-Environmental Document:	
pursuant to a Certified Regulatory Program (CFP):	\$1,1077.00
-County Clerk Processing Fee:	\$ 50.00

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

13. 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.
14. 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.
15. The City must hold a public hearing(s) on the application. Legal notice of said hearing(s) shall be provided at least ten (10) calendar days prior to the public hearing(s). Property owners within 300 feet of the project will be notified as well.
16. Applicant will be notified of the date of all meetings and public hearings at which the applicant or applicant's representative should be present.
17. Applicant will be notified in writing of the action taken on the application(s).

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 Red Bluff Planning Department at (530) 527-2605 ext. 3059 or by email to sfriend@cityofredbluff.org.

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): _____

6. Zoning: Existing: Proposed:
7. General Plan Land Use Classification: Existing: Proposed:
8. Existing use of property(ies): _____
9. Request: _____
10. Provide any additional information that may be helpful in evaluating this request:

11. Surrounding Land Uses and Zoning Districts (please be specific):
North: _____ South: _____
East: _____ West: _____
12. Topography: _____
13. Vegetation: _____
14. Water Supply: Source or Type: _____
Provider: Existing: _____ Proposed: _____
15. Sewage Disposal:
Existing: _____ Proposed: _____
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 RED BLUFF. 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 Red Bluff, 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.*

State Board of Equalization

Standards for the Preparation of Descriptions and Maps for Annexation

1. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a Deed of Record, the deed should be used only as a secondary call.
2. When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. The points of departure from the existing boundary must be clearly established.
3. A specific parcel description in sectionalized land (e.g. The SW $\frac{1}{4}$ of Section 22, TIN, RIW) is permissible without a metes and bounds description of the perimeter boundary.
4. A parcel description making reference only to a subdivision of a lot within a subdivision is not acceptable.
5. Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory together with the current names of these thoroughfares.
6. Every map shall bear a scale and north point. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before the reduction is made.
7. The point of beginning of the legal description must be shown on the map. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. The use of colored lines to denote the boundaries is recommended.
8. All maps must be professionally drawn or copied. Rough sketches of maps or plats will not be accepted.
9. The computer or estimated acreage shall be set forth in the legal description.
10. When applicable, each description and map shall indicate that it has been accepted by the Local Agency Formation Commission.