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ANNEXATION PROCEDURES

City Council Resolution 91-2008 requires that the following conditions and practices apply to all proposed annexations:

1. Prior to accepting an application for annexation, staff shall conduct a pre-application review and report to the City Council regarding fiscal impacts, land use impacts, and previous policies and practices. The City Council shall make a determination whether the City shall process the application.
2. A cost/benefit analysis shall be prepared by the City at the applicant's expense prior to the pre-application review for any annexation unless waived by staff or the City Council. In general, applications less than ten acres would not be expected to prepare a cost/benefit analysis unless substantial impacts are identified.
 - a. The cost/benefit analysis shall include appropriate means to assure that the annexation will not be a significant financial burden on the City if annexed and not developed for a period of time.
 - b. The cost/benefit analysis shall identify appropriate means to assure that development on the property can cover City service costs (public safety, utilities, roads, maintenance of public spaces, etc.) and shall identify ways that development can provide a surplus of revenues over costs.
 - c. Appropriate means include Community Facilities Districts, Transient Occupancy Tax, sales tax, landscaping and lighting districts, etc.
3. If an application for annexation is filed prior to a pre-application review or cost/benefit analysis, staff shall make a recommendation to City Council as outlined above and, if the City Council determines the application should not be processed, shall recommend denial without prejudice to the Planning Commission and City Council.
4. The City, at its discretion, can require an annexation and/or development agreement which would specifically set forth the obligation of the parties to resolve fiscal impacts.
5. If there is substantial protest at the LAFCO hearing or if LAFCO changes conditions of approval in their approval process, the City Council shall conduct a public hearing and provide direction staff to finalize and/or amend conditions relating to annexation.

BASIC STEPS IN A BOUNDARY CHANGE:

1. After completion of the steps required by City Council Resolution 91-2008, an application for rezoning and annexation, and whatever other entitlements are required for the project, may be submitted to the City.
2. An application is submitted to LAFCO (See www.sonoma-county.org/lafco for application and submittal checklist). The Local Agency Formation Commission is an independent agency established by State law. The commission is responsible for reviewing, approving, or disapproving changes in organization to cities and special districts including annexations, detachments, new formations and incorporations.
3. LAFCO public hearing and approval/denial.