



Checklist for Annexation



All submittal information shall be provided to the Community Development Department. All submittal information shall be presented along with the Uniform Application, related fees, and any additional information required by the Community Development Department before the application can be accepted as complete. After review of the submitted application, additional information (i.e special studies or addressing project issues) may be required.

Application for annexation is a two step process. The first step requires the applicant to obtain approval from the City of Manteca. If approval from the City is granted, the City will then act on the applicant's behalf and file an application before the local LAFCO. Approval from the City of Manteca does not guarantee approval from LAFCO. This process can take between six months and two years depending upon the complexity of the issues surrounding the annexation application.

For any questions regarding these submittal requirements, contact the Community Development Department at (209) 239-8427 or by email: planning@ci.manteca.ca.us

Size and Scale

Plans should be no larger than 30"x42" trimmed and individually folded. All Plans must be folded to 8½"x11" in size.

Plans shall be drawn to scale. The scale used on the plans shall generally be at a maximum 1/8" = 1'10" for the architectural plans and minimum 1" = 20' for site engineering plans. Include a north arrow, and scale on all plans.

Applicant

(Please Check)

City

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| <hr/> | 1) Application Form. <i>One (1) Copy</i>
Completed and signed. | <hr/> |
| <hr/> | 2) Project Allocation Questionnaire. <i>One (1) Copy</i>
Completed and signed. (for Non-Residential Only) | <hr/> |
| <hr/> | 3) Hazardous Materials Survey Form. <i>One (1) Copy</i>
Completed and signed. | <hr/> |
| <hr/> | 4) Fees. <i>See Schedule of Fees.</i>
Check(s) payable to the "City of Manteca." A brief letter that illustrates the breakdown of the fees is required. | <hr/> |

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| <hr/> | 5) Annexation Map. <i>One (1) Copy</i>
An 11" x 17" map (drawn to scale) and an 8.5" x 11" reduction of the land area proposed for annexation, which illustrates parcels, roadways, and the existing city limits line. The acreage for each affected parcel shall be indicated on the map as well. | <hr/> |
| <hr/> | 6) Location/Vicinity Map. <i>One (1) Copy</i>
An 11"x17" rendering that shows the subject parcel(s) and adjacent streets and parcels, and existing land uses (i.e. business name and type of land use) of adjacent parcels. | <hr/> |
| <hr/> | 7) Project Description. <i>One (1) Copy</i>
A letter describing the project in detail. The statement should clearly indicate the justification for the project. | <hr/> |
| <hr/> | 8) Property Deed. <i>One (1) Copy</i>
A copy of the deed for <u>each</u> parcel to be annexed. | <hr/> |
| <hr/> | 9) Williamson Act Contract <i>One (1) Copy</i>
If the property is currently under Williamson Act contract, provide a copy of the contract that verifies the date of contract non-renewal/expiration | <hr/> |
| <hr/> | 10) Proposed Development Plan. <i>One (1) Copy</i>
A 24" x 36" plan (drawn to scale) and an 11" x 17" reduction that depicts the development planned for the subject land area. Information to be illustrated on the plan shall be consistent with the information that is required for a Tentative Subdivision Map or Site Plan and Design Review submittal. | <hr/> |
| <hr/> | 11) Metes and Bounds Description. <i>One (1) Copy</i>
A metes and bounds description of the affected territory. The description is to be prepared by a licensed civil engineer within six (6) months prior to filing the application. | <hr/> |
| <hr/> | 12) Title Report. <i>One (1) Copy</i>
A current preliminary title report prepared within six (6) months prior to filing the application. | <hr/> |

_____ 13) **Written Statement.** *One (1) Copy* _____

A written statement that explains how the proposed project: (Must address **all** items)

- a) Is contiguous to City Boundaries and provides for a logical expansion of the City
- b) Creates clear and reasonable boundaries
- c) Reflects a long-term fiscal balance to the City and its residents, when reviewed cumulatively with other annexations.
- d) Is consistent with state law and San Joaquin County LAFCO standards (www.co.san-joaquin.ca.us/lafco/)
- e) Is consistent with the General Plan.

_____ 14) **City Services Plan.** *Three (3) Copies* _____

A detailed narrative and plan for the provision of services to the project, which includes the following information:

- a) An enumeration and description of the services to be extended to the affected territory.
- b) The level and range of the services.
- c) An indication of when the services can feasibly be extended to the affected territory.
- d) An indication of any improvements or upgrading of structures, roads, sewer or water facilities, or other services that will occur per the jurisdiction change.
- e) Information with respect to how the services will be financed.

_____ 15) **LAFCo Application.** *One (1) Copy* _____

A complete LAFCo application package.
www.co.san-joaquin.ca.us/lafco

Additional Information may be requested, by either LAFCO or the City of Manteca depending on circumstances of the annexation. **Other fees** such as LAFCO and State Board of Equalization Fees will be due to the City prior to annexation submittal being forwarded to LAFCO.