



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, Ca 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### **APPLICATION REQUIREMENTS FOR ANNEXATION**

The process of having property annexed into the City of San Juan Bautista requires approval from the City of San Juan Bautista and the San Benito County Local Agency Formation Commission (LAFCO). Annexations must comply with the Cortese-Knox Government Reorganization Act of 2000, and the policies of the San Benito County LAFCO.

#### **APPLICATION REQUIREMENTS:**

- Required processing deposit of \$2,500.00 (Additional fees for permit processing may be charged to the applicant via the Agreement to Pay Processing Fees for Land Use Application referenced below).
- Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
  - \$200 fee for a Notice of Exemption (NOE) and posting of the NOE with the County Clerk, or
  - \$3,000 deposit for an Initial Study/Negative Declaration<sup>1</sup>, or
  - \$5,500 deposit for an Initial Study/Environmental Impact Report<sup>2</sup>
- Planning Application Cover page
- Legal description per the requirements of LAFCO and the State Board of Equalization (metes and bounds) of each property in proposed annexation area
- Annexation Map indicating the proposed annexation area, the property boundaries, and the Assessor Parcel Numbers.
- A County Assessor's Map identifying the annexation area.
- The names, addresses, and signatures of all property owners within the annexation area that are in favor of the proposed annexation.
- The names and address of all registered voters in the proposed annexation area.
- Annexation Form (see attached)
- Environmental Information form (see attached)
- City Staff will type mailing labels addressed to the current property owners of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant."
- One set of photographs of the project site and the surrounding properties
- Applicant Agreement to Pay Processing Fees for Land Use Application form

**Note:** All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

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<sup>1</sup> Cal. DFG fee paid at time Notice of Determination (NOD) is filed with County Clerk. Verify current fees with CDFG or County Clerk.

<sup>2</sup> ditto

# ANNEXATION FORM

Applicant Name: \_\_\_\_\_

Location of proposed annexation: \_\_\_\_\_

\_\_\_\_\_  
Total Acreage: \_\_\_\_\_

The area proposed for annexation is:

- Unhabited (11 or fewer voters)       Inhabited (12 or more voters)

What is the estimated population of the area to be annexed? \_\_\_\_\_

Provide the following information for each property within the proposed annexation area:

APN	Acreage	County Zoning	City General Plan Land Use Designation	Existing Use	Proposed Use

Why is the proposed annexation necessary? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any of the properties proposed for annexation under Williamson Act Contract? If yes, identify and explain the status of each contract: \_\_\_\_\_

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Is the area proposed for annexation within the City's Urban Growth Boundary? \_\_\_\_\_

What school district would serve the proposed annexation? \_\_\_\_\_

Does the annexation involve residual properties? If yes, list the residual properties and provide an explanation of why it is necessary to include them with the annexation. \_\_\_\_\_

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Describe the services that will be extended to the annexation area. Include information on water, sewer, gas, electricity, fire, and police. \_\_\_\_\_

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Indicate the public improvements that would have to occur to provide services to the proposed annexation area: \_\_\_\_\_

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