

City of Clovis ANNEXATION PROCESS

1. Phase I – Meeting with City Staff

- a. Meeting with City Staff to discuss project
- b. Discussion of annexation boundaries – including properties adjacent to the development and need to create logical boundaries

2. Phase II – Pre-meeting with County and LAFCO (3 weeks min.)

- a. Submit 8.5 X 11 copy of preliminary site plan or tract map
- b. Submit 8.5 X 11 map of proposed annexation boundaries (approved by staff)
- c. Submit Developer/Consultant contact information

3. Phase III – Application and Review (5 days min.)

- a. Submit map and Legal Description (LAFCO map standards)
- b. Submit LAFCO required Service Plan
- c. Submit copy of tentative tract map or site plan
- d. Submit proposed pre-zoning on all parcels to be annexed
- e. Submit LAFCO consent forms signed by property owners
- f. Submit Notarized Letters of Agency for all property owners in the annexation area for prezoning (copies)
- g. Submit Annexation Fee
- h. Developer - begin cancellation of any Land Conservation Contracts. Complete this process with Fresno County – start early the process is lengthy (only necessary if land is under contract)

4. Phase IV – City Council Approval (30-50 days min.)

- a. Staff will coordinate CEQA process with Planning Division
- b. Council Approval of Annexation
- c. Developer to complete prezoning
- d. Developer obtains Tentative Tract Map or Site Plan approvals

5. Phase V – County Approval Letter (30 days min.)

- a. Approval from County CAO to annex (staff will complete)

6. Phase VI – LAFCO Application Review (30-50 days min.)

- a. Submit check for LAFCO fee (varies by acreage)
- b. Submit copy of approved tentative tract map or final site plan
- c. Submit copy of approved pre-zoning
- d. Submit copy of tentative cancellation of Land Conservation Contracts (only necessary if land is under contract)

7. Phase VII – LAFCO Hearing (30 days min., 60 days min. if protested)

- a. LAFCO decides annexation

- b. Second LAFCO hearing if protested or less than 100% of property owners consent
- 8. Phase VIII – Final Annexation (30 days min.)**
- a. Submit check for State Board of Equalization (varies by acreage)
 - b. Submit check for Fresno County Fire Protection District (varies by assessed value)
 - c. Approved final tract map or site plan (Council approval)
 - d. Submit copy of Recordation of Right-to-Farm Covenant
 - e. Submit proof of payment of Land Conservation Contract fees (only necessary if land is under contract)
 - f. Submit proof of completion of any other LAFCO conditions
- 9. Phase IX – LAFCO Records Annexation (5 days min.)**
- a. Staff submits proof of completion of conditions to LAFCO
 - b. LAFCO reviews completion
 - c. LAFCO records annexation (final tract map can be recorded next)

Note: All estimated times are contingent on meeting availability and readiness of plans.