



# CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

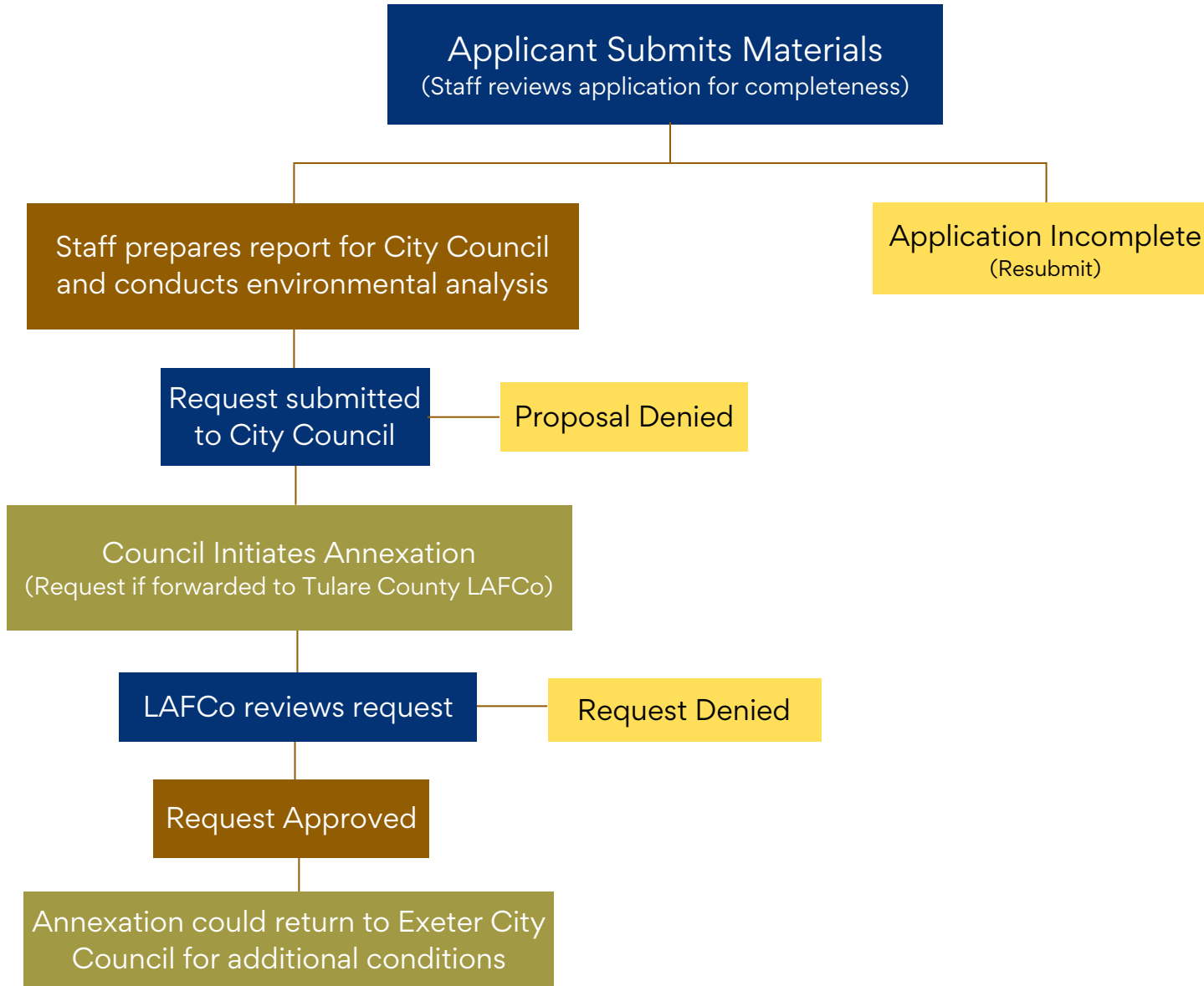
## Annexation Application Checklist

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*The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.*

1. [ ] **Application Form.** Attached to this packet.
  
2. [ ] **Application Fee:** \$1,536. Note: This fee does not include Tulare County Local Agency Formation Commission (LAFCo), Department of Fish and Game or California Board of Equalization fees.
  
3. [ ] **Environmental Description Form.** *Annexation requests are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
  
4. [ ] **Twenty copies of a map** showing the proposed annexation. The map shall be drawn by a licensed surveyor or registered civil engineer, according to requirements of the Tulare Local Agency Formation Commission. (PDF version shall also be emailed to [tristan@weplancities.com](mailto:tristan@weplancities.com), [soneal@exetercityhall.com](mailto:soneal@exetercityhall.com), and [carias@exetercityhall.com](mailto:carias@exetercityhall.com))
  
5. [ ] **Twenty copies of a legal description** of the subject site. The legal description shall be prepared by a licensed surveyor or registered civil engineer, according to requirements of the Tulare Local Agency Formation Commission.

# Annexation Process Flow Chart



**Note:** The annexation process described in this flow chart is for all annexation except where proceedings are terminated by a protest of the majority of landowners or voters, or voters. Contact the Planning Department for more information.



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APPLICATION NUMBER: Clerk Use Only

## Annexation Application

*Please type or print clearly in ink. Incomplete applications will be returned.*

*The application will not be processed until the fees and any applicable address labels have been received by the City. If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.*

### Applicant

### Applicant No. 2 (if more than one applicant)

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner (if different from applicant)

### Agent (engineer/surveyor)

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Project Address or legal description: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Existing use of project site: \_\_\_\_\_

What is the existing General Plan designation? \_\_\_\_\_

What is the proposed use(s) of the site: \_\_\_\_\_

What is the existing zoning classification for the site: \_\_\_\_\_

How many acres are involved: \_\_\_\_\_

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Owner/Applicant Date

\_\_\_\_\_  
Agent Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name