



Local Agency Formation Commission LAFCO of Napa County

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Facsimile: (707) 251-1053
<http://napa.lafco.ca.gov>

February 7, 2011
Agenda Item No. 5b (Consent: Action)

January 31, 2011

TO: Local Agency Formation Commission

FROM: Keene Simonds, Executive Officer

SUBJECT: Amendments to Adopted Fee Schedule

The Commission will consider minor amendments to its adopted fee schedule to reflect new filing charges for the California Department of Fish and Game for lead agencies under the California Environmental Quality Act.

California Government Code Section 56383 authorizes Local Agency Formation Commissions (LAFCOs) to establish a schedule of fees for the costs of administering its prescribed regulatory and planning responsibilities. This includes establishing fees to process change of organization proposals, outside service requests, and sphere of influence amendments. The fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged.

A. Discussion

LAFCO of Napa County's ("Commission") fee schedule was last amended in August 2010. The fee schedule generally assigns fixed application fees based on a pre-calculated estimate of the number of hours needed to process a specific type of proposal and multiplied by the current staff hourly rate of \$107.00. The fee schedule also identifies several other charges the Commission collects on behalf of other agencies in the course of processing applications. This includes fees required of the California Department of Fish and Game (DFG) to file notices pursuant to California Environmental Quality Act (CEQA).

DFG has increased its filing fees to file notices of determinations by 1.7% effective January 1, 2011. These increases effect notices associated with (a) negative declarations, (b) mitigated negative declarations, and (c) environmental impact reports as listed below.

Filing Fee Type	Old	New
Negative Declaration	\$2,010.25	\$2,044.00
Mitigated Negative Declaration	\$2,010.25	\$2,044.00
Environmental Impact Report	\$2,792.25	\$2,839.25

B. Analysis

The new fees associated with filing notices of determination with DFG will be passed on directly to applicants as needed. Accordingly, there is no new impact on the Commission with the exception of the limited instances when it serves as lead agency and initiates an action not exempt from further review under CEQA.

Lewis Chilton, Vice Chair
Councilmember, Town of Yountville
Juliana Inman, Commissioner
Councilmember, City of Napa
Joan Bennett, Alternate Commissioner
Councilmember, City of American Canyon

Bill Dodd, Chair
County of Napa Supervisor, 4th District
Brad Wagenknecht, Commissioner
County of Napa Supervisor, 1st District
Mark Luce, Alternate Commissioner
County of Napa Supervisor, 2nd District

Brian J. Kelly, Commissioner
Representative of the General Public
Gregory Rodeno, Alternate Commissioner
Representative of the General Public
Keene Simonds
Executive Officer

C. Recommendation

It is recommended the Commission take the following action:

- 1) Approve the attached draft amendment to its adopted fee schedule.

Respectfully submitted,

Keene Simonds
Executive Officer

Attachments:

- 1) Draft Amendment to the Adopted Fee Schedule (track changes)
- 2) Notice of Increase in Fish and Game Filing Fees



Local Agency Formation Commission of Napa County

Schedule of Fees and Deposits

Effective Date: ~~July 2, 2010~~ January 1, 2011

The policy of the Commission is:

1. This fee schedule shall be administered in accordance with the provisions of California Government Code Section 56383.
2. Applications submitted to the Commission shall be accompanied by a non-refundable initial fee as detailed in this schedule.
3. Applicants are responsible for any fees or charges incurred by the Commission or required by other agencies in the course of the processing of an application.
4. Initial fees include a fixed number of staff hours as detailed in the fee schedule or are designated as “at cost.”
5. Additional Commission staff time shall be charged to the applicant at an hourly rate of \$107.00.
6. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.
7. Additional Commission staff time and administrative costs shall not be charged for city annexation applications that are comprised solely of one, entire unincorporated island.
8. If the Executive Officer estimates a proposal will require more than 20 hours staff time to complete, he or she shall provide a written statement to that effect to the applicant and request a deposit in an amount sufficient to cover anticipated costs. If this or any subsequent deposit proves insufficient, the Executive Officer shall provide an accounting of expenditures and request deposit of additional funds.
9. If the processing of an application requires the Commission contract from another agency or from a private firm or individual for services that are beyond the normal scope of staff work (such as the drafting of an Environmental Impact Report or Comprehensive Fiscal Analysis), the applicant shall be responsible for all costs associated with that contract. The applicant will provide the Commission with a deposit sufficient to cover the cost of the contract.
10. The Executive Officer may stop work on any proposal until the applicant submits a requested deposit.

11. Written appeal of fees and/or deposits, specifying the reason for the appeal, may be submitted to the Commission prior to the submission of an application or prior to the submission of a deposit requested by the Executive Officer. The appeal will be considered at the next regular meeting of the Commission.
12. Upon completion of a project, the Executive Officer shall issue to the applicant a statement detailing all expenditures from a deposit for additional time and materials and shall have a refund for any remaining funds issued to the applicant.

INITIAL APPLICATION FEES

Change of Organization or Reorganizations: Annexations and Detachments

Exempt from the California Environmental Quality Act

- With 100% consent of property owners and affected agencies: \$3,852(30 hours)
- Without 100% consent of property owners and affected agencies: \$5,136 (40 hours)

Not exempt from the California Environmental Quality Act

(The Commission is a Responsible Agency; Negative Declaration)

- With 100% consent of property owners and affected agencies: \$4,494(35 hours)
- Without 100% consent of property owners and affected agencies: \$5,778 (45 hours)

Not exempt from the California Environmental Quality Act

(The Commission is a Responsible Agency; Environmental Impact Report)

- With 100% consent of property owners and affected agencies: \$5,136(40 hours)
- Without 100% consent of property owners and affected agencies: \$6,420 (50 hours)

- * All initial application fees for annexation and detachment proposals include a 20% surcharge to contribute to the costs in preparing municipal service reviews.
- * Annexation or detachment proposals that involve boundary changes for more than two agencies and qualify as reorganizations will be charged an additional fee of \$515 (5 hours).
- * City annexations involving entire unincorporated islands and subject to California Government Code Section 56375.3 will be charged a flat fee of \$500.
- * If the Commission is the Lead Agency and an Initial Study is needed to determine whether a Negative Declaration or Environmental Impact Report is appropriate, applicants will be charged at the hourly staff rate.

Change of Organizations or Reorganizations: Other

- Special District Formations, Consolidations, Mergers, and Dissolutions: Actual Cost
- City Incorporations or Dissolutions: Actual Cost

Special Studies

- Municipal Service Review: Actual Cost
- Sphere of Influence Review: Actual Cost
(Establishment, Amendment, or Update)

Request to Activate Latent Power \$5,136 (40 hours)

* The initial application fee for the activation of a latent power includes a 20% surcharge to contribute to the costs in preparing municipal service reviews.

Request for an Extension of Time \$535 (5 hours)

Request to Approve an Outside Service Agreement \$2,568 (20 hours)

* The initial application fee to approve an outside service agreement includes a 20% surcharge to contribute to the costs in preparing municipal service reviews.

Request for Reconsideration \$2,140 (20 hours)

Special Meeting Fee \$800

Alternate Legal Counsel Fee Actual Cost

OTHER APPLICATION FEES

Assessor Mapping Service
(Made payable to the "County of Napa") \$125

Map and Geographic Description Review
(Made payable to the "County of Napa") \$447 (3 hours)

Registered Voter List for Public Hearing Notice \$55 (1 hour)
(Made payable to the "County of Napa")

Geographic Information Service \$125 (1 hour)
(Made payable to "LAFCO of Napa County")

California Department of Fish and Game Environmental Filing Fees
(Made payable to the "County of Napa Clerk Recorder")

Commission as Lead Agency

- Environmental Impact Report: [\\$2,792.252,839.25](#)
- Negative Declaration: [\\$2,010.252,044.00](#)
- Mitigated Negative Declaration [\\$2,010.252,044.00](#)
- Clerk-Recorder Filing Fee: \$50.00

Commission as Responsible Agency

- Notice of Determination (Represents Clerk Filing Fee): \$50.00
- Notice of Exemption (Represents Clerk Filing Fee): \$50.00

Filing of Change to Jurisdictional Boundary
(Made payable to the “State Board of Equalization”)

<u>Acre Amount</u>	<u>Fee</u>	<u>Acre Amount</u>	<u>Fee</u>
Less than 1:	\$300	51 to 100:	\$1,500
1 to 5:	\$350	101 to 500:	\$2,000
6 to 10:	\$500	500 to 1,000:	\$2,500
11 to 20:	\$800	1,000 to 2,000:	\$3,000
21 to 50:	\$1,200	2,000 and above:	\$3,500

ADMINISTRATIVE SERVICE FEES

The following are charges to be assessed to persons or entities other than the applicant.

- Copying (no color): \$0.10 per page
- Copying (color): \$0.40 per page
- Faxing: \$1.00 service charge, plus \$0.15 per page
- Mailing: Actual Cost
- Audio Tape Recording of Meeting: Actual Cost
- Research/Achieve Retrieval: \$97 per hour (minimum of one hour)



Local Agency Formation Commission
LAFCO of Napa County

1700 Second Street, Suite 268
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APPLICATION PACKET

Local Agency Formation Commissions (LAFCOs) are responsible under State law for approving, modifying, or disapproving changes of organization consistent with their adopted written policies, procedures, and guidelines. LAFCOs are also authorized to establish conditions in approving changes of organization as long as they do not directly regulate land uses. Underlying LAFCO's decision-making is to consider the logical and timely development of the affected agencies in context with local circumstances and needs. Changes of organization include all of the following:

- City/District Annexations
- City/District Detachments
- City Incorporations
- District Formations
- City/District Dissolutions
- City/District Mergers
- Service Activations (District Only)
- Service Divestitures (District Only)

This application packet provides all of the information and forms needed to file a change of organization proposal with LAFCO of Napa County ("Commission"). The packet is organized into eight distinct sections as outlined in the following checklist:

Applicant Checklist

- ☐ A. Notice of Intention to Circulate Petition
(Landowner and Resident Proposals Only)
 - ☐ B. Petition for Proposal
(Landowner and Resident Proposals Only)
 - ☐ C. Notice of Intention to Adopt Resolution of Application
(Agency Proposals Only)
 - ☐ D. Justification of Proposal
(All Proposals)
 - ☐ E. Political Contribution and Expenditure Disclosures
(All Proposals)
 - ☐ F. Map and Boundary Description Requirements
(All Proposals)
 - ☐ G. Indemnification Agreement
(All Proposals)
 - ☐ H. Proposal Fees
(All Proposals)
-

FORM A

Date Filed: _____

Received By: _____

NOTICE OF INTENT TO CIRCULATE PETITION

For Filing with the Local Agency Formation Commission of Napa County

Applicants shall complete and submit a notice of intention with the Executive Officer before filing a petition proposing a change of organization. The notice shall include the name and mailing address of the applicant along with a written statement no more than 500 words in length setting forth the reasons for the proposal. The petition may be circulated for signatures after the notice has been filed. The Executive Officer shall notify the affected local agencies upon receiving the notice. Applicants are encouraged to use this form.

Applicant Information:

Applicant Name: _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

Petition Proposes:

Reasons for Proposal:

Signature: _____ Date: _____

FORM B

Date Filed: _____

Received By: _____

PETITION FOR PROPOSAL

For Filing with the Local Agency Formation Commission of Napa County

A proposal for a change of organization made by a landowner or registered voter shall be initiated by petition. The petition shall state the nature of the proposal and all associated proposed changes of organization. It shall also state the reason for the proposal and enumerate and include supporting information as required under Government Code Section 56700. The petition must be submitted to the Executive Officer for filing within 60 days after the last signature is affixed. Applicants are encouraged to use this form.

Nature of Proposal and All Associated Changes of Organization:

Description of Boundaries of Affected Territory Accompanied by Map:

Reason for Proposal and Any Proposed Conditions:

Type of Petition:

☐
Landowner

☐
Registered Voter

Sphere of Influence Consistency:

☐
Yes

☐
No

If Landowner Petition, Complete the Following:

- 1) Name: _____
Mailing Address: _____
Assessor Parcel: _____
Signature: _____ Date: _____
- 2) Name: _____
Mailing Address: _____
Assessor Parcel: _____
Signature: _____ Date: _____
- 3) Name: _____
Mailing Address: _____
Assessor Parcel: _____
Signature: _____ Date: _____

If Registered Voter Petition, Complete the Following:

- 1) Name: _____
Mailing Address: _____
Resident Address: _____
Signature: _____ Date: _____
- 2) Name: _____
Mailing Address: _____
Resident Address: _____
Signature: _____ Date: _____
- 3) Name: _____
Mailing Address: _____
Resident Address: _____
Signature: _____ Date: _____

FORM C

Date Filed: _____

Received By: _____

NOTICE OF INTENTION TO ADOPT RESOLUTION OF APPLICATION

For Filing with the Local Agency Formation Commission of Napa County

A proposal for a change of organization made by a local agency shall be initiated by an adopted resolution of application in accordance with Government Code Section 56654. Mailed notice of a local agency's intention to adopt a resolution of application must be provided no less than 21 days in advance to the Commission and all affected agencies. The notice shall describe the proposal and the affected territory. Applicants are encouraged to use this form.

Nature of Proposal and All Associated Changes of Organization:

Description of Boundaries of Affected Territory Accompanied by Map:

Reason for Proposal and Any Proposed Conditions:

FORM D

Date Filed: _____

Received By: _____

JUSTIFICATION OF PROPOSAL Change of Organization/Reorganization

I. APPLICANT INFORMATION

A. Name: _____
Contact Person _____ Agency/Business (If Applicable) _____

Address: _____
Street Number _____ Street Name _____ City _____ Zip Code _____

Contact: _____
Phone Number _____ Facsimile Number _____ E-Mail Address _____

B. Applicant Type: (Check One) ☐ Local Agency ☐ Registered Voter ☐ Landowner

II. PROPOSAL DESCRIPTION

A. Affected Agencies: _____
Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Use Additional Sheets as Needed

B. Proposal Type: (Check as Needed) ☐ Annexation ☐ Detachment ☐ City Incorporation ☐ District Formation

☐ City/District Dissolution ☐ City/District Merger ☐ Service Activation (District Only) ☐ Service Divestiture (District Only)

C. Purpose Statement: (Specific) _____

III. GENERAL INFORMATION

A. Location:

Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Street Address	Assessor Parcel Number	Acres
Total Location Size (Including Right-of-Ways) _____		

B. Landowners:

(1)	Assessor Parcel Number :	_____	Name:	_____
	Mailing Address:	_____		
	Phone Number:	_____	E-mail:	_____
(2)	Assessor Parcel Number :	_____	Name:	_____
	Mailing Address:	_____		
	Phone Number:	_____	E-mail:	_____
(3)	Assessor Parcel Number :	_____	Name:	_____
	Mailing Address:	_____		
	Phone Number:	_____	E-mail:	_____
(4)	Assessor Parcel Number :	_____	Name:	_____
	Mailing Address:	_____		
	Phone Number:	_____	E-mail:	_____

Use Additional Sheets As Needed

C. Population:

(1)	Total Number of Residents:	_____
(2)	Total Number of Registered Voters:	_____

D. Land Use Factors:

- (1a) County General Plan Designation: _____
- (1b) County Zoning Standard: _____
- (2a) Applicable City General Plan Designation: _____
- (2b) Applicable City Rezoning Standard: _____

E. Existing Land Uses:

(Specific)

F. Development Plans:

- (1a) Territory Subject to a Development Project?

☐
Yes☐
No

- (1b) If Yes, Describe Project: _____

- (1c) If No, When Is Development Anticipated? _____

G. Physical Characteristics:

- (1) Describe Topography:

- (2) Describe Any Natural Boundaries:

- (3) Describe Soil Composition and Any Drainage Basins:

- (4) Describe Vegetation:

H. Williamson Act Contracts

(Check One)

☐
Yes☐
No

IV. GOVERNMENTAL SERVICES AND CONTROLS

A. Plan For Providing Services:

- (1) Enumerate and Describe Services to Be Provided to the Affected Territory:

- (2) Level and Range of Services to Be Provided to the Affected Territory:

- (3) Indication of When Services Can Feasibly Be Extended to the Affected Territory:

- (4) Indication of Any Infrastructure Improvements Necessary to Extend Services to the Affected Territory:

- (5) Information On How Services to the Affected Territory Will Be Financed:

Use Additional Sheets As Needed

V. ENVIRONMENTAL INFORMATION

A. Environmental Analysis

(1) Lead Agency for Proposal: _____
Name

(2) Type of Environmental Document Previously Prepared for Proposal:

- ☐ Environmental Impact Report
- ☐ Negative Declaration/Mitigated Negative Declaration
- ☐ Categorical/Statutory Exemption: _____
Type
- ☐ None

Provide Copies of Associated Environmental Documents

VI. ADDITIONAL INFORMATION

A. Approval Terms and Conditions Requested For Commission Consideration:

Use Additional Sheets As Needed

B. Identify Up to Three Agencies or Persons to Receive Proposal Correspondence:

(1) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

(2) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

(3) Recipient Name: _____

Mailing Address: _____

E-Mail: _____

VII. CERTIFICATION

I certify the information contained in this application is correct. I acknowledge and agree the Local Agency Formation Commission of Napa County is relying on the accuracy of the information provided in my representations in order to process this application proposal.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

FORM E

Date Filed: _____

Received By: _____

POLITICAL CONTRIBUTION AND EXPENDITURE DISCLOSURES For Filing with the Local Agency Formation Commission of Napa County

Contributions and expenditures for political purposes related to a change of organization proposal shall be disclosed and reported pursuant to Article 2.5 of Chapter 4 of the Political Reform Act.

Please see Forms E-1 and E-2.

Date Filed: _____

Received By: _____

CAMPAIGN CONTRIBUTION TO COMMISSIONERS - DISCLOSURE REQUIREMENTS

LAFCOs are subject to the campaign disclosure provisions detailed in Government Code Section 84308 and the Regulations of the Fair Political Practices Commission (FPPC), 2 Cal. Adm. Code Sections 18438.1 – 18438.6.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form E-1 must be completed and returned to LAFCO of Napa County with your application.

1. No LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party¹ or agent² while a change of organization proceeding is pending, and for three months subsequent to the date a final decision is rendered by LAFCO. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

2. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$250 made to any commissioner by the party, or agent, during the preceding 12 months. No party to a LAFCO proceeding, or agent, shall make a contribution to a commissioner during the proceeding, and for three months following the date a final decision is rendered by LAFCO.

3. Prior to rendering a decision on a LAFCO proceeding, any commissioner who received a contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, that commissioner shall be permitted to participate in the proceeding.

To determine whether a campaign contribution of more than \$250 has been made by you or your agent to a commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current LAFCO commissioners are available http://www.napa.lafco.ca.gov/c_commissioners.aspx. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the LAFCO Executive Officer at http://www.napa.lafco.ca.gov/c_staff.aspx.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.

² "Agent" is defined as a person who represents a party in connection with a proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

ATTACHMENT: CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Proposed change(s) of organization: ____

(b) Name and address of any party, or agent, who has contributed more than \$250 to any commissioner within the preceding 12 months:

1. _____

2. _____

(c) Date and amount of contribution:

Date _____ Amount \$ _____

Date _____ Amount \$ _____

(d) Name of commissioner to whom contribution was made:

1. _____

2. _____

(e) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____

FORM E-2
Disclosure of Political Expenditures

Date Filed: _____

Received By: _____

**DISCLOSURE OF POLITICAL EXPENDITURES
FOR/AGAINST A LAFCO PROPOSAL**

Expenditures for political purposes, which are related to a change of organization or reorganization proposal that will be or has been submitted to LAFCO of Napa County, are subject to the reporting and disclosure requirements of the Political Reform Act of 1974 and the Cortese-Knox-Hertzberg Act of 2000.

Please carefully read the following information to determine if reporting and disclosure provisions apply to you.

1. Any person or combination of persons who for political purposes, directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more, in support of or in opposition to a proposal for a change of organization or reorganization that will be submitted to the Commission, must disclose and report as required for local initiative measures under the Political Reform Act of 1974 (commencing with Government Code Section 84250) and Government Code Section 56700.1 (of the Cortese-Knox-Hertzberg Act of 2000).
2. Pursuant to Government Code Section 57009, any person or combination of persons who directly or indirectly contributes \$1,000 or more, or expends \$1,000 or more, in support of or in opposition to the conducting authority proceedings for a change of organization or reorganization, must comply with the disclosure requirements as required for local initiative measures under the Political Reform Act of 1974 (commencing with Government Code Section 84250).
3. Applicable reports must be filed with the Secretary of State and the appropriate city or county clerk. Copies of reports must also be filed with the LAFCO Executive Officer at 1700 Second Street, Suite 268, Napa, California 94559.

ATTACHMENT: CHECKLIST FOR DISCLOSURE OF POLITICAL EXPENDITURES

The following checklist is provided to assist you in determining if the requirements of the Political Reform Act of 1974 (Government Code Sections 81000 et seq.) apply to you. For further assistance contact the Fair Political Practices Commission at 428 J Street, Suite 450, Sacramento, CA 95814, (866) 275-3772, or at <http://www.fppc.ca.gov>.

1. Have you directly or indirectly made a contribution or expenditure of \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

- ☐ Yes
- ☐ No

Date of contribution _____ Amount \$ _____

Name/Ref. No. of LAFCO proposal _____

Date proposal submitted to LAFCO _____

2. Have you, in combination with other person(s), directly or indirectly contributed or expended \$1,000 or more related to the support or opposition of a proposal that has been or will be submitted to LAFCO?

- ☐ Yes
- ☐ No

Date of contribution _____ Amount \$ _____

Name/Ref. No. of LAFCO proposal _____

Date proposal submitted to LAFCO _____

3. If you have filed a report in accordance with FPPC requirements, has a copy of the report been filed with LAFCO?

- ☐ Yes
- ☐ No

FORM F

MAP AND BOUNDARY DESCRIPTION REQUIREMENTS

Regarding a Filing with the Local Agency Formation Commission of Napa County

All change of organization applications shall include a map and geographic description of the affected territory prepared by a registered civil engineer or licensed land surveyor and conform to State Board of Equalization (SBE) standards. A completed application must include a draft map and geographic description. The draft map and geographic description will be reviewed for form, content, and accuracy by the County of Napa Surveyor. Revisions identified by the County Surveyor must be addressed and incorporated into a final map and geographic description before recording an approved change of organization. The final map and geographic description will also need to address any boundary changes made by the Commission. Applicants are responsible for covering all costs associated with (a) the County Surveyor's review and (b) filing charges with SBE as enumerated in the Commission's adopted fee schedule.

Please review the following attachments:

- 1) SBE General Requirements for Maps and Geographic Descriptions
- 2) Map and Geographic Description Example

FORM G

INDEMNIFICATION AGREEMENT

Regarding a Filing with the Local Agency Formation Commission of Napa County

The Commission requires the applicant and any real party in interest to provide written indemnification to the Commission as a condition of approval for a change of organization. A real party in interest includes the landowner and/or registered voter of the affected territory subject to the change of organization application. Attached is a copy of a standard indemnification agreement approved by Commission Counsel.

FORM H

PROPOSAL FEES

Regarding a Filing with the Local Agency Formation Commission of Napa County

All change of organization proposals must be accompanied by a non-refundable fee made payable in check to the Commission. Amounts are outlined in the Commission's adopted fee schedule and are generally based on a predetermined number of staff hours required to process the proposal given the level of consent and type of environmental review needed. Additional time required to process the proposal will be billed at an hourly staff rate as needed. The Commission will also require the submittal of fees made payable to other governmental agencies in the course of processing the proposal. A summary outline of the standard fees generally associated with filing a proposal with the Commission follows:

Summary Outline of Standard Proposal Fees

(As of September 1, 2010)

Agency	Purpose	Type	Fee Amount
Commission	Application Fee	Non-Refundable	\$3,852 to \$6,420
County Public Works	Surveyor Review	Non-Refundable	\$447
County Recorder's Office	Environmental Filing	Refundable	\$50
Fish and Game (If Needed)	Environmental Filing	Refundable	\$2,010.25 to \$2,792.25
County Assessor's Office	Assessor Map Filing	Refundable	\$125
Commission	Digital Map Filing	Refundable	\$125
Board of Equalization	Tax Rate Filing	Refundable	\$300 to \$3,500

Attached is a copy of the Commission's current adopted fee schedule.