Local Agency Formation Commission of Napa County
Subdivision of the State of California

Schedule of Fees and Deposits
Effective Date: January 7, 2013

These are the policies of the Local Agency Formation Commission (LAFCO) of Napa County with respect to setting fees and deposits in fulfilling the agency's regulatory and planning duties prescribed under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

1. This schedule shall be administered in accordance with the provisions of California Government Code Section 56383.

2. This schedule includes both "fixed" and "at-cost" fees. Fixed fees represent reasonable cost estimates for processing common requests and applications and based on a number of predetermined staff hours. At-cost fees apply to less common requests and applications and based on the number of actual staff hours.

3. Applications submitted to the Commission shall be accompanied by a non-refundable initial fee as detailed in this schedule. All deposit amounts tied to at-cost applications shall be determined by the Executive Officer. The Executive Officer shall provide a written accounting of all staff time and related expenses billed against the deposit. If the cost in processing an application begins to approach or exceed the deposited amount, the Executive Officer shall request additional monies from the applicant.

4. All initial fees shall be submitted in check and made payable to the "Local Agency Formation Commission of Napa County."

5. Applications will not be deemed complete until the initial fee has been collected by the Executive Officer as detailed in this schedule.

6. Applicants are responsible for any fees or charges incurred by the Commission and or required by other governmental agencies in the course of the processing of an application.

7. Additional staff time shall be charged to the applicant at an hourly rate of $118.00.

8. Applicants are responsible for any extraordinary administrative costs as determined by the Executive Officer and detailed for the applicant in a written statement.

9. Additional staff time and administrative costs shall not be charged for city annexation applications involving one or more entire unincorporated island subject to California Government Code Section 56375.3.

10. If the processing of an application requires the Commission contract with another agency firm, or individual for services 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.

11. The Executive Officer may stop work on any application until the applicant submits a requested deposit.

12. Upon completion of an at-cost application, the Executive Officer shall issue to the applicant a statement detailing all billable expenditures from a deposit. The Executive Officer shall refund the applicant for any remaining monies remaining from the deposit less one-half hour of staff time to process the return as provided in this schedule

13. Applicants may request the Commission reduce or waive a fee. All requests must be made in writing and cite specific factors justifying the reduction or waiver and will be considered by the Commission relative to public interest and agency mission. Examples of appropriate requests include, but are not limited to, addressing public health or safety threats, affordable housing development, and community serving projects. Requests by landowners or registered voters shall be considered by the Commission at the next regular meeting. Requests by local agencies may be considered at the time the application is presented to the Commission for action.

14. Requests for research on any particular subject will be provided at no cost for the first two hours. This includes, but is not limited to, archival retrieval, identifying properties relative to agency boundaries, and discussing potential applications. Any additional research time will be billed at the hourly rate provided in this schedule.

15. The Commission shall annually review this schedule to help maintain an appropriate level of cost-recovery.

INITIAL APPLICATION FEES

These fees must be submitted to the Commission as part of the application filing; applications will be deemed incomplete without the designated payment. Any fees designated at-cost will require a deposit as determined by the Executive Officer.

Change of Organization or Reorganization: Annexations and Detachments	
• **Projects Exempt from California Environmental Quality Act**	
100% Consent from Landowners and Agencies and the Commission is Responsible or Lead Agency	$4,248 (30 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible or Lead Agency	$5,664 (40 hours)
• **Projects Not Exempt from California Environmental Quality Act / Negative Declaration**	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	$4,956(35 hours)
100% Consent from Landowners and Agencies and the Commission is Lead Agency	$7,080 (50 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	$6,372(45 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency	$8,496 (60 hours)
• **Projects Not Exempt from California Environmental Quality / Environmental Impact Rpt**	
100% Consent from Landowners and Agencies and the Commission is Responsible Agency	$5,424 (40 hours)
100% Consent from Landowners and Agencies and the Commission is Lead Agency	$7,080 (50 hours) plus consultant contract
Without 100% Consent from Landowners and Agencies and the Commission is Responsible Agency	$7,080 (50 hours)
Without 100% Consent from Landowners and Agencies and the Commission is Lead Agency	$8,496 (60 hours) plus consultant contract

* 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 involving boundary changes for two or more agencies qualify as reorganizations will be charged an additional fee of $590 (5 hours).

* City annexations involving entire unincorporated islands and subject to expedited proceedings under Government Code Section 56375.3 shall not be charged a fee by the Commission.

Change of Organization or Reorganization: Other	
• City Incorporations and Disincorporations	at-cost
• Special District Formations, Consolidations, Mergers and Dissolutions	at-cost
• Special District Requests to Activate or Deactivate Powers	at-cost plus 20% MSR surcharge

Other Service Requests	
• New or Extended Outside Service Request	*$2,832 (20 hours)
• Request for Reconsideration	$2,360(20 hours)
• Request for Time Extension to Complete Proceedings	$590 (5 hours)
• Municipal Service Reviews	at-cost
• Sphere of Influence Establishment/Amendment	at-cost

* includes a 20% MSR surcharge

Miscellaneous	
• Special Meeting	$800
• Alternate Legal Counsel	at-cost

OTHER APPLICATION FEES

These fees generally apply to applications that have been approved by the Commission and are not required at the time of filing. An exception involves the fee for registered voter lists, which may be required before the Commission takes action on an application if the underlying activity is subject to protest proceedings. Other fees in this section apply to service requests that are not tied to a specific application, such as research and photocopying.

Fees Made Payable to the County of Napa	
• Assessor's Mapping Service	$125
• County Surveyor's Review	
.....Initial Deposit / First Six Hours	$990
.....Additional Time	$165 hourly
• Elections' Registered Voter List	$55 hourly
• Clerk-Recorder's Environmental Filing Fee	$50
• Clerk-Recorder's Environmental Document Fee	
.....Environmental Impact Report	$2,995.25
.....Mitigated Negative Declaration	$2,156.25
.....Negative Declaration	$2,156.25

Fees Made Payable to LAFCO	
• Geographic Information System Update	$125
• Photocopying	$0.10 (black) / $0.40 (color)
• Mailing	at-cost
• Audio Recording of Meeting	at-cost
• Research/Archive Retrieval	$118 hourly

Fees Made Payable to the State Board of Equalization to Record Boundary Changes			
Acre	Fee	Acre	Fee
0-1	$300	51-100	$1,500
1-5	$350	101-500	$2,000
6-10	$500	501-1,000	$2,500
11 -20	$800	1,001-2,000	$3,000
21-50	$1,200	2,001+	$3,500