

CITY INCORPORATION APPLICATION

Submit the following items:

1. City incorporation application.
2. A certified Resolution of Application from an affected local agency, ***OR*** a petition of landowners or registered voters making application.
3. One copy of a metes-and-bounds legal description of the perimeter of the proposed incorporation area.
4. One reproducible plat map with 25 prints of the proposed incorporation boundary and each alternative incorporation boundary.
5. Two copies of a vicinity map of the subject territory.
6. Twenty five copies of an Incorporation Feasibility Study.
7. LAFCO processing fee (refer to fee schedule or contact LAFCO office).
8. Disclosure Statement (available from LAFCO office).

Detailed incorporation requirements and processing guidelines are available from the LAFCO office upon request.

**San Diego Local Agency Formation Commission
1600 Pacific Highway, Room 452
San Diego, CA 92101
(619) 531-5400**

**CITY INCORPORATION
APPLICATION**

The person signing this application will be considered the proponent for the proposed action(s) and will receive all related notices and other communications.

Signature: _____ Date: _____

Print/Type Name: _____

Address: _____

Phone #: _____

List the names and addresses of persons (not to exceed three), who also are to receive notices of these proceedings:

Name: _____

Address: _____

Phone #: _____

Name: _____

Address: _____

Phone #: _____

Name: _____

Address: _____

Phone #: _____

Where applicable, the information provided in this application should cite the source of the information provided.

Information provided in this application may duplicate information provided in the incorporation feasibility study.

Application is hereby made to incorporate a city/town to be known as:

City/Town of _____

A. GENERAL BACKGROUND INFORMATION

1. This incorporation is proposed under the following statutory provisions:
2. What is the proposed effective date of incorporation?
3. Approximately how many people live within the proposed incorporation area? How many people live within each alternative incorporation area?
4. How many registered voters are registered to vote within the proposed incorporation area?
5. How many registered voters are registered to vote within each alternative incorporation area?
6. How many acres or square miles are included within the proposed incorporation? How many acres or square miles are included within each alternative incorporation area?
7. Provide a narrative history of past incorporation efforts that have included the proposed incorporation area. If available, include copies of incorporation studies that have been conducted.
8. Are terms and conditions requested in conjunction with the proposed incorporation? If so, what are the terms and conditions?
9. Is a special tax proposed to be levied in conjunction with this incorporation? If so, indicate the type of tax that will be levied and whether the imposition of this type of tax requires a simple majority vote or a two-thirds majority vote.
10. Are the proponents of incorporation requesting a loan from the State General Fund to pay the cost of LAFCO processing? If so, provide certification that the incorporation proponents are unable to raise the necessary LAFCO processing fees.

B. JUSTIFICATION

Explain in detail why this incorporation has been proposed (enhanced service levels, planning and land use control, etc.).

C. PROPOSED INCORPORATION AND SPHERE OF INFLUENCE BOUNDARIES

1. Discuss the rationale used to determine the proposed incorporation boundary and each alternative incorporation boundary.
2. Is the incorporation consistent with San Diego LAFCO's Policy L-103 (Recognition of Unincorporated Communities)? If not, please explain.
3. Discuss the rationale used to determine the proposed sphere of influence for the proposed incorporation boundary and each alternative sphere of influence.
4. Is the proposed sphere of influence consistent with the spheres of influence of adjacent agencies? If not, please explain.

D. CURRENT AND PROPOSED SERVICES

1. List all of the services currently being provided to the proposed incorporation area (police, fire, water, sewer, etc.) and the agencies providing these services.
2. List which services the proposed city would provide if incorporation is successful. Indicate the manner in which these services would be provided (city work force, contract with another public agency, etc.)
3. Will the proposed incorporation area continue to be served by special districts? If so, explain in detail the rationale for the continued provision of services by special districts (excluding school districts).
4. Will service levels be provided at a higher level if incorporation is successful? If so, identify the service(s) and explain how service levels will be improved.

E. LAND USE INFORMATION

1. Is the proposed incorporation area essentially built out? If not, approximately how much vacant territory is included in the proposed incorporation territory and what are the current general plan and zoning designations for the vacant territory?
2. Are there any major development projects proposed for the incorporation area? If so, describe the type and scope of the development.
3. Describe the predominant land uses within the proposed incorporation area. Indicate the proportional amount of each type of land use (e.g., single-family residential, multi-family residential, commercial, industrial, agricultural, open

space, etc.).

4. Is the incorporation area within a community plan area? If so, which community plan?

F. INCORPORATION FEASIBILITY STUDY

At a minimum, the feasibility study submitted with this application must include the following information:

1. A brief discussion of the relevant history and characteristics of the incorporation area.
2. A plan for providing services to the incorporation area.
3. The rationale used to determine the proposed incorporation boundary and each alternative incorporation boundary.
4. The rationale used to determine the proposed sphere of influence for the proposed incorporation boundary and each alternative sphere of influence. The sphere of influence proposal must include a municipal service review of the services provided within the incorporation area.
5. A discussion of proposed sphere of influence's consistency with the spheres of influence of adjacent agencies?
6. A forecast of revenues (including the property tax distribution) and expenditures for the first eight years following incorporation. The forecast should also reflect revenues and expenditures associated with each alternative incorporation boundary. A detailed documentation of the data sources and methodology used must be included in the study.
7. A proposed appropriations limitation.
8. The effect of the incorporation on the costs and revenues of any affected local agency for the first eight years following incorporation.
9. A discussion of the negative fiscal impacts of the incorporation on affected local agencies and measures proposed to mitigate the negative impacts.
10. A discussion of the effects of the incorporation upon adjacent communities, special districts and the county.

Please list all agencies, groups, and individuals contacted regarding this proposal.

Please provide any additional information you feel would be of value to the Local Agency Formation Commission in its review of this proposal.