

## **PROCEDURES FOR FINAL FILINGS**

(Government Code Sections 57200 – 57204)

1. Unless the proposal is terminated by sufficient protest or defeated at an election, LAFCO, as conducting authority, adopts a resolution that either:
  - a) orders the change(s) of organization; or
  - b) confirms a successful election.
2. Following a 30-day reconsideration period, the LAFCO executive officer prepares a certificate of completion. The proposal is deemed complete from the date of the execution of the certificate of completion; however, the change(s) of organization are not yet effective.
3. After the 30-day reconsideration period has expired, the resolution is eligible for recordation as long as the following have been received by LAFCO:
  - a) the check for State Board of Equalization fee;
  - b) all other documents required for recordation, if applicable; and
  - c) the signed, original Certificate of Terms and Conditions and Indebtedness.
4. The executive officer files a certified copy of the certificate of completion, the resolution, and any necessary attachments with the county recorder of each county that contains all or any portion of the affected territory. San Diego LAFCO also makes a filing with the public works department.
5. If an effective date has been fixed in the terms and conditions approved by the commission, that date shall be the effective date for the change(s) of organization; however, that date cannot be earlier than the date of execution of the certificate of completion, nor later than nine months after the date of a successful confirmation election. If no effective date has been fixed, the proposal is deemed effective on the date of recordation with the county recorder.
6. After recordation by the county recorder, San Diego LAFCO sends to the primary agency a letter containing the date of recordation with the document number, a copy of the recorded document(s), and copies of the acknowledgment of receipt from the State Board of Equalization and the County Assessor. In the case of a reorganization, each affected agency also receives the letter containing the date of recordation with the document number.
7. A certified copy of the resolution with all supporting documents, along with the required fee, is sent to the State Board of Equalization. A copy also is filed with the county assessor. All filings made between January 1 and December 1 will be reflected in the tax roll changes beginning the following July 1.