



APPLICATION SUBMISSION CHECKLIST

These documents are required when submitting an application with boundary changes.

Placer LAFCO requires an electronic copy of all documents plus one physical copy of each in an indexed and tabbed binder(s). Please submit the following list of documents.

- ☐ Cover letter listing the materials being submitted.
- ☐ Resolution of Application (or signed registered voter or landowner petition).
- ☐ Completed Proposal Application Questionnaire.
- ☐ Completed Plan for Providing Service(s) narrative.
- ☐ Completed Sphere of Influence Questionnaire, if needed.
- ☐ Cover page, map, and geographic description (3 signed and stamped originals).
- ☐ Market Absorption Study
- ☐ Assessor Parcel Map(s) with proposal area highlighted.
- ☐ List of all APNs within the proposal area.
- ☐ Alphabetical list of streets with address ranges – *City boundary changes only*
- ☐ LAFCO processing fee – please see the most recent fee schedule.
- ☐ Signed Fee and Indemnification Agreement.
- ☐ Financial Disclosure Statement.
- ☐ Pertinent reports, studies, and other information that will assist the LAFCO staff and Commission in understanding the application.
- ☐ Copy of Fish and Wildlife filing receipt.
- ☐ Certified EIR or Negative Declaration AND Notice of Determination OR Notice of Exemption.

Questionnaires, applications, map and description requirements, forms, and fee schedule can be found on LAFCO's website at www.placerlafco.ca.gov. Please contact LAFCO staff if you have questions at (530) 889-4097 or lafco@placer.ca.gov.