

Gonzales Planning Department ANNEXATION APPLICATION CHECKLIST

- _____ Completed and fully signed Standard Development Application.
 - _____ Filing Fees applicable to Annexation – see current fee matrix.
 - _____ Written statement fully describing the reason for the annexation request and why the City should approve the application.
 - _____ One copy of the Legal Description of proposed area to be annexed.
 - _____ Completed Hazardous Materials Questionnaire.
 - _____ Completed Environmental Assessment Questionnaire.
 - _____ Three (3) copies of the site plan (24 x 36), scaled using an architect's scale (i.e. 1/4" = 1' or 1/8" = 1' or as appropriate) and drawn accurately and clearly showing all property lines, existing structures, and all other physical features on the property.
 - _____ One 11 x 17 copy of site plan
 - _____ Three (3) copies of a map clearly indicating only the boundaries of the property to be annexed, with all dimensions.
 - _____ One complete set of photographs of site and all structures on site.
 - _____ Preliminary title report or property report dated within 30 days of the date of application documenting ownership, legal description and all easements.
 - _____ List of all property owners within 300 feet of subject property.
 - _____ Photocopy of the current Assessor's Parcel Map(s) showing all parcels within 300 feet of the boundaries of the subject property.
- The information requested in the two items above can be obtained from the Monterey County Assessor's Office, 168 West Alisal St., Salinas.**
- _____ Preaddressed envelopes (**with sufficient first class postage affixed**) for all property owners within 300 feet of the subject property.
 - _____ Such additional information as the applicant deems appropriate to support the annexation application. If the plans are larger than 8 1/2" x 11", copies of the plans in an 11" x 17" photographic reduction format may be required prior to the Planning Commission hearing.

Provide e-copies of the above. Note that the annexation process is bifurcated; there is first the City review process that requires Planning Commission review followed by City Council review. The next step is to present the Annexation application to the LAFCO. The LAFCO process will necessitate additional copies and information. You will need to be familiar with the LAFCO procedures before you initiate the process with the City.