



**City of Camarillo**  
 Department of Community Development  
**ANNEXATION**  
 Application

<b>SUBMITTAL</b>	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: <a href="mailto:comdevemail@cityofcamarillo.org">comdevemail@cityofcamarillo.org</a>	<b>APPLICATION</b> Staff Use	<u>Application</u> <b>Annexation</b> Fee Received by Date Filed HTE No.	<u>Project No.</u> _____ _____ _____ _____ _____ _____ <i>(Keep Receipt with Application)</i>
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**NOTE**

Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review Ordinance requirements and consistency with the General Plan. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development. Before application for annexation can be submitted, it is necessary that a letter of request be filed with the Department of Community Development which will then be forwarded to the City Council for consideration and direction to staff.

- Agenda reports will be emailed to all applicants and representatives.

<b>APPLICANT</b>	<p><b>APPLICANT</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p><b>ENGINEER</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p><b>PROPERTY OWNER</b> _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr/> <p>Please list the names and addresses of other property owners included in this application who consent to the annexation (attach an additional receipt in necessary).</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%; border-bottom: 1px solid black;">Name/Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Address</td> <td style="width: 25%; border-bottom: 1px solid black;">Date of Purchase</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </table>	Name/Signature	Address	Date of Purchase						
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<b>REQUEST</b>	Description of proposed annexation request and anticipated development plans (included size, location and description of parcel). Does the request involve a modification to the adopted sphere of influence? _____ _____ _____
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<b>PROPERTY DESCRIPTION</b>	Property Acquired (date) _____	
	Legal Description _____	
	Property Location _____	
	Assessor's Parcel No. _____	
	Cross Street(s) _____	
	Current County Zoning _____	Parcel Area _____
	Proposed City Zoning _____	
	Dimensions of Parcel: Width _____	Depth _____
	General Plan Designation _____	
Current Use of Property _____		
<b>UTILITIES</b>	<u>Utility Services:</u> Location / Size of Line _____ <u>Source:</u> Company / Agency _____	
	Water _____	_____
	Electricity _____	_____
	Gas _____	_____
	Sanitation _____	_____
<b>EXISTING / PROPOSED SITE FEATURES</b>	Access _____	
	Parking Spaces Existing _____	Proposed _____
	Loading Spaces Existing _____	Proposed _____
	Proposed Grading _____	
	Existing Features (please describe existing and proposed changes)	
	Buildings Existing Number _____	Proposed _____
	Number of Dwelling Units _____	
	Topographical / Vegetation _____	
<b>BUILDINGS</b>	<u>Related or Companion Application</u> _____	
	<u>Proposed Development</u> _____	Total Building Square Footage _____
	Number of Parcels _____	Number of Units _____
	Existing Land Use _____	
	<u>Surrounding Uses</u>	
	North _____	East _____
	South _____	West _____
	Is the property partly/entirely prime agricultural land? _____	
	Open Space? _____	
	Greenbelt? _____	

**PROJECT INFORMATION**

The applicant should answer the following questions fully and completely and should give testimony relative to these questions during the public hearing before the Planning Commission and City Council. The applicant and/or his representative should attend the public hearing to orally present testimony supporting the requested annexation and the Planning Commission is vitally interested in hearing the applicant's complete answer to each question. It is the applicant's responsibility to answer these questions and to support the requested annexation.

1. Does the annexation conform with the General Plan and Guidelines for Orderly Development? (If not, explain why there should be a change in the General Plan.)

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2. Explain why the subject property is suitable for the use permitted in the proposed zone.

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3. Explain why the annexation is necessary and proper at this time and is not likely to be detrimental to the adjoining properties or residences.

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4. Are there any deed restrictions, easements, or leases that may affect the development and improvements of the subject property? You may attach copies of the original printed deed restrictions in answer to this questions.

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5. What is the proposed development for the area?

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6. Does this proposal include all contiguous land under the same ownership? \_\_\_\_\_ If not, explain why the additional property was not included.

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7. What governmental services will the proposed area need?

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8. What existing utilities would serve the annexation area?

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# ANNEXATION CERTIFICATION

**APPLICANT'S SIGNATURE**

**NOTE:** An application may be filed only by the owner of the property or by a person with the power-of-attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.

- I have the authority to file this application on behalf of the owner as authorized by the owner's consent signature below.
- I am the owner of the property.
- I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.
- I am the attorney-at-law representing the owner and a copy of the authorization is attached.

I/We, \_\_\_\_\_, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.

\_\_\_\_\_  
**Signature** **Name (Please print)** **Date**

**OWNER'S CONSENT**

**CONSENT BY OWNER** (If applicant is other than owner, owner must sign consenting to filing.)

I/We, \_\_\_\_\_, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or environmental review for the processing of the application(s) being filed and consent to the filing of this application.

\_\_\_\_\_  
**Signature** **Name (Please print)** **Date**

**CHECKLIST**

No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Zone Change application for rezoning
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees (including application, LAFCO fees, Board of Equalization and County of Ventura mapping and processing fees.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Environmental Assessment Questionnaire
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Map and legal description – <b>12 copies</b>
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" map of annexation area
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>property owners within 300 feet</b> (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list <b>and</b> adjacent owner/occupant list
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>adjoining property owners</b> (one copy plus 1 set on self-adhesive labels – see sample.)

Notes \_\_\_\_\_

**ZONE CHANGE APPLICATION**

A zone change application is required to be filed concurrently with the annexation request to that a rezoning classification can be considered for the annexation area. The rezoning would then be in effect at the time of the recordation of the annexation. Refer to the zone change application.

**FILING FEE**

Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council. Environmental Impact Report assessment fees and the deposit for the preparation of the EIR shall also be submitted prior to any review or analysis of the application. The applicant is also responsible for submitting LAFCO filing fees and the fees for recording the annexation.

**ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE**

In accordance with the Environmental Guidelines, any application shall be submitted along with a completed Environmental Assessment Questionnaire form. The form shall be accompanied with plans, photographs and/or descriptive materials to provide a sufficient amount of material to fully analyze the potential environmental effects of the subject proposal. Additionally, a complete **ownership list** (one copy plus 2 sets printed on self-adhesive labels, according to sample) and a map indicating all abutting property owners shall be submitted.

**MAP AND LEGAL DESCRIPTION**

The applicant is responsible for preparing the necessary map(s) and legal description(s) for the annexation/reorganization. The map and legal description is required to be prepared to conform to the requirements of LAFCO. Guidelines for the preparation of the map and legal description are available from LAFCO and include their standard format, references, size of map and procedures. Twelve (12) copies of the map and twelve (12) copies of the legal description are required in addition to one (1) sepia of the map. In lieu of preparing the map and legal description, the applicant can request that the County of Ventura Mapping and Surveying prepare the map and legal description. The request would be processed through the City of Camarillo Department of Community Development and a deposit would be required prior to the preparation of the materials.

**8½" X 11" REDUCTIONS**

A reduced copy of the annexation map in a camera-ready (paper) copy is required as part of the application. The reductions are used in the environmental document, agenda report, and at the Planning Commission meeting for display purposes. The reductions should be no larger than 8½" x 11" and clearly printed on a quality stock paper. A colored reduction shall be submitted for annexation maps presented in color.

**RADIUS MAP**

A radius map is required for a public hearing item. The map shall be prepared on a single sheet with a scale of 1" equals 100 feet or as appropriate for the size and configuration of the subject parcel. The parcel shall be shown with a dark boundary along with all parcels within 300 feet of the subject parcel. The 300-foot radius line shall be indicated and any parcel within the area shall be identified with a number or letter to be keyed into a listing of the property owners. The map shall indicate the name of the person who prepared the map, the date of preparation, north arrow, scale, the application number, and for whom the map was prepared. Accuracy is important to ensure that all persons are notified. Two copies of the map are required.

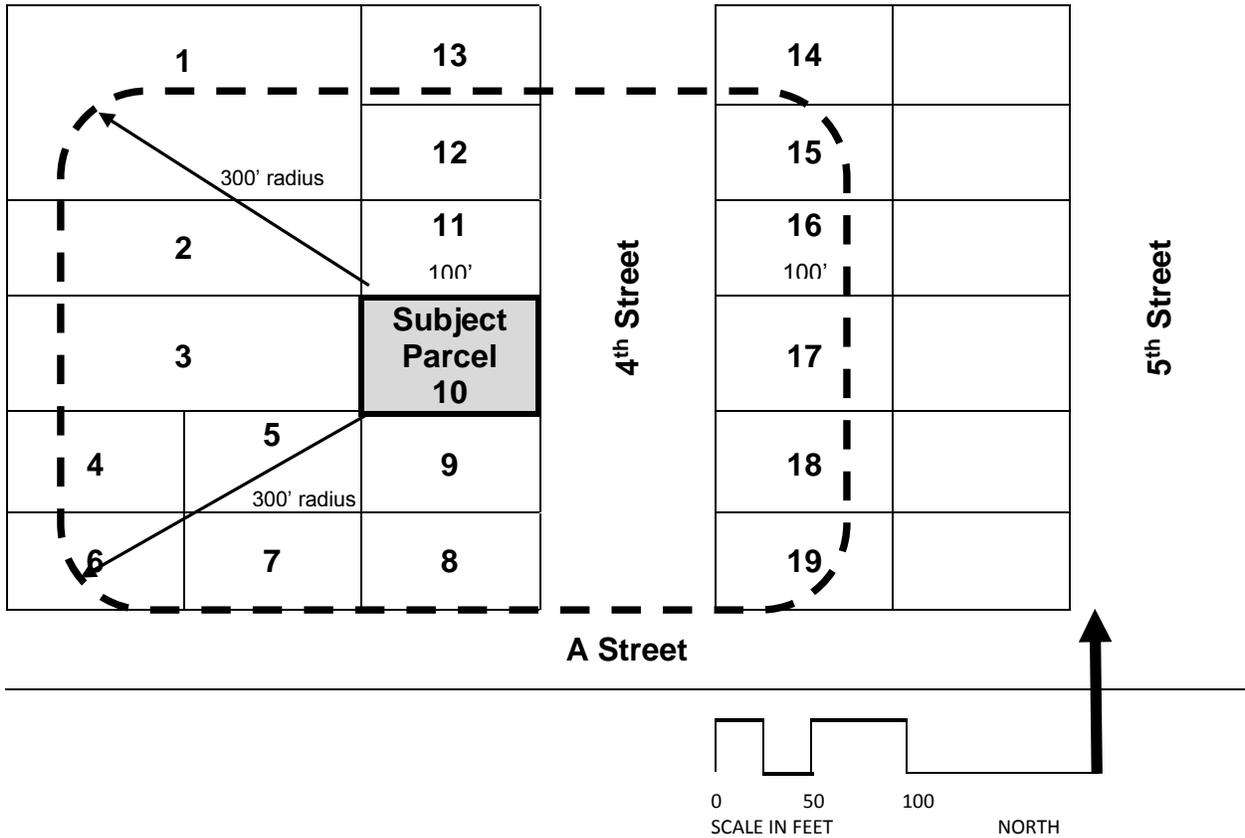
**CERTIFICATION OF PROPERTY OWNER'S LIST (Submit original form signed by preparer)****LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)**

A listing indicating the owner's name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor's office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor's parcel number, then the owner's name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

**LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)**

A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

# SAMPLE 300 FOOT RADIUS MAP AND LABELS



<b>SAMPLE PROPERTY OWNERS LABELS</b>		
<i>(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)</i>		
<b>Use the following format for address labels:</b>		
#1/A.      123-1-456-789 JOHN Q PUBLIC 555 4 <sup>TH</sup> STREET CAMARILLO CA 93010	= Reference to map # (or letter) <b>and</b> Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)	
#1 [Enter first address label here]	#2 [Enter second address label here]	#3 [Enter third address label here]
#4 (etc.)		
<b>Identification label goes on the bottom right label</b> Type information in ALL CAPS	<b>Applicant Name →</b> <b>Project Name →</b> <b>Type of Labels →</b>	<b>RW CONSTRUCTION</b> <b>MAJESTY HOMES</b> <b>300' RADIUS LABELS</b>
Please indicate in type of labels if they are <b>300' Radius Property Owners, Adjoining Owners</b> <u>OR</u> <b>Adjoining Occupants</b>		