



ANNEXATION

Annexation involves the inclusion of a parcel(s) of land within the incorporated City limits. In order to propose annexation, the following is required:

- The annexation must be consistent with State Law (California Government Code 56000 et. seq.), the Comprehensive Annexation Plan (CAP) 1992-2010, and any other City policies which might regulate annexation applications.
- The site must be rezoned to a City zoning designation.

The Solano County Local Agency Formation Commission (LAFCO) has the authority to approve or deny all annexation requests. A separate Petition of Annexation must be filed with LAFCO; they are located at 601 Texas Street, Fairfield, (707) 421-6775. Please note: a “will-serve letter,” required for application submittal to LAFCO, will not be issued by the City until a complete City application has been filed and reviewed and the City Council has authorized the issuance of the “will-serve letter.”

SUBMITTAL REQUIREMENTS

The master application must be completed and all fees paid at the time the application is filed.

Filing Fee

- \$5,384.00** Annexation Application

Intake/Records Maintenance Fee

- \$62.00** Minor
 \$124.00 Major

Environmental Assessment

The Initial Study form must be completed. A filing fee is required for all applications. The environmental assessment for an annexation should normally be addressed as part of the environmental review for a development proposal or rezoning; if so, this requirement is waived.

LAFCO Materials

One complete set (copy) of all LAFCO application materials, including the petition, maps, legal description, etc., required by LAFCO. In addition, the following supplementary materials are required:

1. Five (5) 8.5x11” maps indicating the location and address of all structures on the site(s).
2. Five (5) 8.5x11” photocopies of each map required by LAFCO.
3. One (1) full-size reproducible mylar copy of each map required by LAFCO.

Property Owner Notification List

For notification of public meetings, a list of all property owners in the annexation area and all project representatives must be provided on self-adhesive mailing labels. The list shall contain the property owner name from the most recent tax roll, mailing address, and parcel number (APN).

Registered Voter Notification List

If a proposed annexation area is inhabited by 12 or more registered voters, a list of all registered voters must be provided on self-adhesive mailing labels. The list shall contain the registered voter name and mailing address. This requirement is waived if there are less than 12 registered voters in the annexation area.

State Board of Equalization Fee

After an annexation is approved by LAFCO, the applicant will be required to submit a fee, calculated by LAFCO staff, to cover the filing fee associated with the filing of the annexation with the State Board of Equalization.

Solano County Files

Copy of all information in the Solano County Building Division Address file(s) (Pertains only to annexations of developed property.)