



## 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

- \$5,530.00 + \$197.00 per acre** Annexation Application

#### Intake/Records Maintenance Fee

- \$63.00** Minor  
 **\$127.00** 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.)