



COMPREHENSIVE ANNEXATION PLAN (CAP) AMENDMENT

The Comprehensive Annexation Plan (CAP) is a policy document required by the Solano County Local Agency Formation Commission (LAFCO) which outlines the City's annexation strategy during the time frame of the General Plan. An amendment to the CAP must be consistent with the General Plan and Sphere of Influence.

If the amendment is approved by the City Council, it is then reviewed by LAFCO for consistency with LAFCO guidelines. A separate application and fee must be filed by the applicant with LAFCO; they are located at 601 Texas Street, Fairfield, (707) 421-6775.

A CAP amendment is reviewed by the Planning Commission at a public hearing. The City Council then reviews the Planning Commission recommendation and takes action to adopt or deny the request. If approved, the request is then forwarded to LAFCO.

APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

Filing Fee

- \$6,202** Paid at the time the application is filed.

Environmental Assessment

- \$469** Notice of Exemption
 \$3,110 Negative Declaration
 \$6,223 Mitigated Negative Declaration

Intake/Records Maintenance Fee

- \$70** Minor
 \$143 Major

SUBMITTAL REQUIREMENTS

Note: The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

Initial Study

The Initial Study form shall be completed and submitted with the application. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration, or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

Illustrations

The type of illustrations will be determined by the Community Development Director and will depend on the nature of the proposed amendment. Five (5) 8.5x11” copies are required for each map submitted.

Mailing Notice Requirements

A mailing list and adhesive labels of property owners and site occupants within **600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor’s Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor’s Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

Electronic Copies

Digital (PDF/Word) copies of all submittal items shall be included with the application.