

RESOLUTION OF APPLICATION GUIDELINES AND SAMPLE RESOLUTION

(Government Code Section 56000, et seq.)

Applicant

A proposal for a change of organization or reorganization may be made by the adoption of a resolution of application by the legislative body of an affected local agency (county, city, or district), or by a petition of landowners or registered voters. Following this page is a sample form that may be used to prepare a resolution of application. *If the proposal is to be submitted by petition, please complete the corresponding petition form, which is located in the On-Line Forms section.*

Required Contents of the Resolution:

- a) A statement that the proposal is made pursuant to Government Code Section 56654.
- b) A statement regarding the nature of the proposal and a list of all proposed changes of organization.
- c) A statement of the reason or reasons for the proposal.
- d) A description of the external boundary of the affected territory accompanied by a map showing that boundary.
- e) The stated proposed terms and conditions.
- f) A statement whether any city and/or district sphere(s) of influence must be amended or adopted in conjunction with approval of the proposed change of organization.
- g) A request that proceedings be taken for the proposal pursuant to Government Code Section 56654.

Materials to be Submitted with the Resolution:

The San Diego LAFCO has application forms that must accompany the resolution of application, depending on the type of proposal being submitted (i.e., annexation, reorganization, district formation, etc.). Those forms are available at the LAFCO office, as well as on-line at this website. Additional materials, such as environmental documents, rezoning resolutions, permits, and processing fees, are to be submitted with the application, and are listed as the first page of all application forms. An agency's plan for providing services also must be submitted with the application pursuant to Government Code Section 56653.

Resolution No. _____

A RESOLUTION OF APPLICATION
BY THE CITY OF _____ (OR) THE _____ DISTRICT
REQUESTING THE LOCAL AGENCY FORMATION COMMISSION
TO TAKE PROCEEDINGS FOR THE
(Name of Proposal)

RESOLVED, by the City Council of the City of _____ (or)
the Board of Directors of the _____ District, that

WHEREAS, the City of _____ (or) the Board of Directors of the _____ District
desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government
Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California
Government Code, for the (Name of Proposal); and

WHEREAS, the proposed change(s) of organization include(s) the following
jurisdictional change(s) (and sphere of influence action[s]):

WHEREAS, the reason(s) for the proposed change(s) of organization is/are as follows:

WHEREAS, the territory subject to the proposed change(s) of organization is inhabited/
uninhabited, and a description of the external boundary of the territory is set forth in Exhibit
“____,” attached hereto and by this reference incorporated herein; and

WHEREAS, the city/district requests that the proposed change(s) of organization be
subject to the following terms and conditions:

- 1.
- 2.

NOW, THEREFORE, this Resolution of Application is hereby approved and adopted by
the City Council of the City of _____ (or) the Board of Directors of the _____ District.
The Local Agency Formation Commission of San Diego County is hereby requested to take
proceedings for the proposed change(s) of organization that include(s) the territory as described
in Exhibit “____,” according to the terms and conditions stated above and in the manner provided
by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

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Passed and adopted by the City Council of the City of _____(or) the Board of
Directors of the _____District at a regular/special meeting thereof held on
_____, 20____, by the following vote: