



PLANNING DIVISION

411 Main Street (530) 879-6800
P.O. Box 3420
Chico, CA 95927-3420
www.chicoca.gov

Application No. _____

**APPLICATION FOR
Annexation**

Applicant Information

| | | | |
|--|-------|-------|--|
| Applicant Name | | Phone | |
| Applicant Street Address | | Email | |
| City | State | Zip | |
| Property Owner Name (Attach list of owners if necessary) | | Phone | |
| Property Owner Address | | Email | |
| City | State | Zip | |

Property Information

| | |
|---|--|
| Property Address(es) | |
| Assessor's Parcel No(s) | Project Acreage |
| Existing Land Use | |
| Number of Persons Residing on the Site | Number of Registered Voters Residing on the Site |
| Yearly Sales Tax Generated Previous Tax Year (Commercial Properties Only) | |
| Subsequent Development Plans, if any, and Timing | |

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I **also certify that I am the owner of the above property or have attached the owner's written consent to file this application.** (Before signing, see the information on pages 2 through 4 attached.)

| | |
|-----------------------|------|
| Applicant's Signature | Date |
|-----------------------|------|

By signing the above, I acknowledge that I have read and agree to the **Terms & Conditions**, including payment of the full cost of processing this application, as outlined on page 2.

For Office Use Only

| | | | |
|---|---|--------------------------|--|
| Present County Zoning | City Prezone Designation | | |
| General Plan Designation (County) | General Plan Designation (City) | | |
| Assessed Valuation: Land \$ | Improvements \$ | Year | |
| Sewer Application No. | Date | Sewer Service Agreement? | Waiver of Jurisdiction Needed? |
| Application Received By | City of Chico Application Fee | \$ | |
| Date | Butte County LAFCo Deposit | \$ | |
| Receipt No. | State Board of Equalization Fee | \$ | |
| | Environmental Review Fee | \$ | |
| Butte County Filing Fee \$50 (Check payable to Butte County) | <input type="checkbox"/> Applies <input type="checkbox"/> Does Not Apply | Total Fees | \$ (Check payable to the City of Chico) |



Requirements for a Complete Application

The materials identified in the checklist below must be submitted for a complete application. Please verify with City staff which materials are required.

- Completed Application Form
- Lot book or Preliminary Title Report
- Annexation Plats and Description
- Waiver of Jurisdiction Request
- Application and Environmental Review
- Completed Real Time Application (with matching applicant name)
- Fees

As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.



State Board of Equalization

Standards for the Preparation of Descriptions and Maps for Annexation

1. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a Deed of Record, the deed should be used only as a secondary call.
2. When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. The points of departure from the existing boundary must be clearly established.
3. A specific parcel description in sectionalized land (e.g. The SW ¼ of Section 22, TIN, RIW) is permissible without a metes and bounds description of the perimeter boundary.
4. A parcel description making reference only to a subdivision of a lot within a subdivision is not acceptable.
5. Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory together with the current names of these thoroughfares.
6. Every map shall bear a scale and north point. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before the reduction is made.
7. The point of beginning of the legal description must be shown on the map. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. The use of colored lines to denote the boundaries is recommended.
8. All maps must be professionally drawn or copied. Rough sketches of maps or plats will not be accepted.
9. The computer or estimated acreage shall be set forth in the legal description.
10. When applicable, each description and map shall indicate that it has been accepted by the Local Agency Formation Commission.



WAIVER OF JURISDICTION REQUEST

Date: _____

Community Development Director
Community Development Department
City of Chico
P.O. Box 3420
Chico, California 95927-3420

Property Address: _____

Assessor's Parcel Number(s): _____

Dear Community Development Director:

Inasmuch as I have initiated proceedings for annexation to the City of Chico for the above described property, I would like the City of Chico Community Development Department to check plans, issue building permits, and conduct inspections on the building(s) I intend to construct on the property. Please request that the Butte County Department of Development Services relinquish jurisdiction over these properties.

I understand that you will forward a copy of this letter to Butte County when you request that the County relinquish jurisdiction for this property.

Your assistance in this matter is appreciated.

Signature: _____

Print Name: _____



**PLANNING SERVICES
DEPARTMENT**
 411 Main Street (530) 879-6800
 P.O. Box 3420
 Chico, CA 95927

For Application No. _____

Environmental Questionnaire

The following information is requested to expedite the environmental review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

| Project Information | | |
|---|--------------------|------------------------|
| Describe the proposed project. | | |
| | | |
| | | |
| Is grading proposed with the project? If yes, for what purpose and approximately how many cubic yards? | | |
| | | |
| | | |
| Will the project include outdoor lighting? (Include type and location) | | |
| | | |
| | | |
| Estimate the approximate square footage of proposed impervious surfaces, including building area, concrete, paving and other hardscape features. | | |
| | | |
| | | |
| Estimate the number of employees. If 100 or more, submit a Travel Demand Management Plan identifying strategies to reduce single occupancy vehicle trips. | | |
| | | |
| List the requested City permits and other public agency approvals required for this project, including County, State and Federal agencies. Please be aware that omissions may delay environmental review. | | |
| Permit Name/Type | Responsible Agency | Date Request Submitted |
| | | |
| | | |

| For Office Use Only | |
|---------------------|-----------------------------|
| Project Title | SCH No. |
| | Receipt No. |
| Assigned Planner | Environmental Review Fee \$ |
| Received By | Date Received |



Project History

Have any previous environmental studies or documents been prepared for the project site? If yes, please describe.

Was this project heard by the Development Review Committee? When?

Existing Conditions

Describe the existing and historic use of the site.

Provide a concise statement describing the current environmental setting of the project site.

Are there residents/tenants who will need to be relocated as a result of the proposed project?

Site Features

Is the project located near any of the following: schools, churches, day care facilities, health care facilities, streams, parks, nature preserves, or undeveloped natural land? Please describe:

Does the site contain trees over 6" in diameter or native vegetation? Would the project remove these features?

Are any endangered, threatened, rare or sensitive species suspected of existing on site? Describe:

Have any known historical, archaeological, or paleontological resources been identified on site?



Water Features

Will a new storm drainage outfall, or improvements to the existing storm drainage outfall, be necessary?

Does the project site include any surface water features including creeks, tributary channels or areas of ponding water in the wet season?
Describe:

Toxins and Hazardous Substances

Is there a history of contaminated soil or groundwater associated with this site?

Are any underground storage tanks or other subsurface structures located on site (not including utilities)?

Will the project involve the use or disposal of potentially hazardous materials including flammable, explosive, or toxic substances?

Other Pertinent Information

Please describe any other characteristics or effects of the project that may be of environmental consequence.

Required Signatures

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Applicant's Signature

Date


PLANNING DIVISION

411 Main Street (530) 879-6800
 P.O. Box 3420
 Chico, CA 95927-3420
 www.chicoca.gov

Account No. _____

APPLICATION FOR New Real Time Account

| Applicant Information | | |
|---|------------------------|-------------|
| Applicant Name | Daytime Phone | |
| Applicant Address | Email | |
| City | State | Zip |
| Contact Person | | |
| Property Owner(s) Name | Daytime Phone | |
| Property Owner Address | Email | |
| City | State | Zip |
| Engineer/Surveyor Name | Daytime Phone | |
| Engineer/Surveyor Address | Email | |
| City | State | Zip |
| Project Information | | |
| Project/Phase/Subdivision Name | | |
| (Attach site map of project clearly indicating phases & parcel nos.) | | |
| Assessor's Parcel No(s) | | |
| Project Address(es)/Location | | |
| Related Applications | | |
| Required Signatures | | |
| I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. | | |
| Applicant's Signature <i>(Original required)</i> | Date | |
| By signing the above, I acknowledge that I have read and agree to the Terms & Conditions , including payment of the full cost of processing this application, as outlined on page 2. | | |
| For Office Use Only | | |
| Date Application Received | Application Deposit \$ | Receipt No. |
| Department Processing: ___ Community Development ___ Finance ___ Public Works | | |

Terms & Conditions - Planning Fees, Deposit Required Applications

1. All persons filing an Application for New Real Time Account shall pay the full cost of processing the application and all associated applications for the project. An initial deposit shall be paid concurrently with filing of the application in the amount specified per the City of Chico Fee Schedule.
2. If the amount of the costs incurred in processing the application exceed the amount of the initial deposit, the Applicant shall deposit additional funds if requested by the City of Chico to ensure continued processing of the application.
3. If the amount of the costs incurred is less than the amount of the deposit, the difference shall be refunded to the Applicant subsequent to final City action on the project.
4. Where a single project requires the filing of multiple applications with corresponding deposits and/or fees, all such deposits and filing fees shall be cumulative and costs shall be charged to the overall project and fee deposit, not to individual applications.
5. Payment
 - a. Payment is due in full within 30 days from issuance of invoice from City of Chico.
 - b. Invoices not paid within 30 days after the original invoice date are delinquent. A penalty of 10% per month (not to exceed 50% of the amount due) and interest charges of 1% per month (exclusive of penalties and prior interest assessed) from the date the receivable first became delinquent will be charged until payment is received in full.
 - c. Invoices not paid within 30 days are considered delinquent and subject to additional collection methods including but not limited to stoppage of applicable City provided services including plan checks and inspections and referral of the unpaid balance to a collection agency or legal action.