



CITY OF MOUNTAIN HOUSE

Community Development Department / Planning Division
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Mountain House, CA 95391
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www.mountainhousecsd.org

Annexation Submittal Requirements

GENERAL REQUIREMENTS:

- 1. The Uniform Development Application must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Environmental Information Form if required, as determined by the Planning Division per the California Environmental Quality Act.
- 3. Title Report with hyperlinks providing evidence of property ownership and Williamson Act status of property.
- 4. Maps:
 - a. A set of annexation maps conforming to the attached requirements.
 - b. A set of concept plans for the development of the site.
 - c. Size: sheets not less than 18" X 24", nor greater than 32" X 42" in size.
 - d. All maps shall be folded to a size of approximately 8½" X 11".
 - e. Other plans may be required depending on the complexity of the project.
 - f. Email an electronic copy of all the categories at mountainhouseplanning@sjgov.org.
- 5. Draft LAFCO annexation application (available at <http://www.sjlafco.org/>)
- 6. Copy of recent tax assessment showing all districts serving the property.
- 7. Legal description of property to be annexed
- 8. All applicable filing fees (see adopted fee schedule).

UTILITIES REQUIREMENTS:

Water:

- 1. Water demand calculations for all major projects are required. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 2. Identify and demonstrate the adequacy of the anticipated water supply for the project.

Wastewater:

- 1. Wastewater capacity calculations for all major facilities are required. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.

Storm Drainage / Treatment:

- 1. Identify and demonstrate the capacity of the downstream facilities expected to accommodate storm drainage flows from the proposed project area, where proposing to utilize downstream facilities for storm drainage (hydrology and hydraulic reports).

- 2. Storm drainage capacity calculations for all major projects are required (including temporary and permanent facilities). Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 3. Soils Report.

ANNEXATION MAP REQUIREMENTS:

Maps shall be clearly and legibly reproduced and shall include the following information:

- 1. A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads.
- 2. Legend including:
 - a. Addresses and APNs of properties proposed to be annexed.
 - b. Date, north point, scale and sufficient description to define location and boundaries of the proposed annexation.
 - c. Name, address, phone and fax number for the recorded owner(s).
 - d. Name, business address, phone and fax number for the person(s) who prepared the map.
 - e. Acreage of proposed annexation area to the nearest tenth (1/10th) of an acre.

Traffic requirements:

- 1. The names, locations, existing widths and centerlines of all existing roads, streets, highways, and rights-of-way, both public and private, in the vicinity of the project site. Public and private facilities shall be clearly distinguished.

Utility requirements:

- 1. Locations and size of all pipelines and structures used in connection therewith.
- 2. Alignment and location of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.).
- 3. Alignment and location of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- 4. Alignment and location of all backbone storm drain facilities (i.e. pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- 5. Location, size, and character of all existing private and public utilities, both above and below ground.
- 6. The widths, location and purposes of all existing and/or proposed easements.

General Requirements:

- 1. Outline of the area proposed to be annexed.
- 2. Parcels within and surrounding the area to be annexed.
- 3. Land uses and buildings in the area to be annexed and on surrounding properties.
- 4. City limit / boundary lines in the general vicinity of the proposed annexation.

- 5. Bearings and distances to quarter-section bounds within the general vicinity of the proposed annexation.
- 6. Location, size and type of all existing trees on the property and proposed public property.
- 7. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the project site is within any flood zone(s) or floodway(s), depict said flood zone / floodway boundaries on an exhibit.

Environmental review is required. Unless there has been previous environmental review of the “project” or it is concurrently under environmental review in connection with a zoning application, an “Environmental Information Form” and the environmental processing fee must be submitted with the annexation map (see adopted fee schedule). Make a single check for total fees for annexation map processing and environmental review payable to the City of Mountain House.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Planning Commission and/or City Council. The Planning Commission or City Council may deny, modify, or conditionally approve the application.