



# CITY OF PORTERVILLE

Community Development - Planning Division

## APPLICATION FOR PROPERTY ANNEXATION

NOTE: The basic purpose of the Annexation approval process as outlined in the City of Porterville Annexation Policy is to assure that the incorporation of real property into the city is performed in compliance with the California Government Code more specifically the Cortese-Knox-Hertzberg Local Government Reorganization Act, to ensure that future growth will be logically planned and serviced to protect the public health, safety, and welfare.

Permit Number \_\_\_\_\_

Resolution Number \_\_\_\_\_

**CHECK ALL BEING APPLIED FOR:**

- Infill of a County Island
- Full Annexation
- Annexation Creating a County Island
- Sphere of Influence Amendment
- Pre-zoning
- General Plan Amendment

Project Name: \_\_\_\_\_

Name of Applicant /Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Applicant /Agent: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Project Location (address, cross street): \_\_\_\_\_

Assessors Parcel Number(s): \_\_\_\_\_

The applicant requests an annexation to use the above-described property for the following purposes:

\_\_\_\_\_  
\_\_\_\_\_

Date of most recent sale of property: \_\_\_\_\_

List below the original deed restrictions pertaining to the type of permit requested. (Provide Copy)

\_\_\_\_\_  
\_\_\_\_\_

Date said restrictions expire: \_\_\_\_\_

(Please attach a copy of original printed restrictions in answer to this question. Properly underline those features controlling the type and class of uses permitted).

## REQUIREMENTS FOR FILING APPLICATION FOR AN ANNEXATION

1. **Application Forms & Fees and Environmental Form**
2. **Project Review Committee (PRC) Form - \$753.00 fee**
3. **Annexation Map, Legal Description, Deeds and Title Reports**
4. **Consent to Annex Form and Indemnification Agreement**
5. **300-Foot Radius Map, Property Owners' List and Affidavit**
6. **Filing fees**
  - **Infill of a County Island \$1,764**
  - **Full Annexation \$3,449**
  - **Annexation Creating a County Island \$5,385**
  - **Sphere of Influence Amendment \$1,500**
  - **Additional Fees for Posting, Recording and CEQA Compliance**
  - **Board of Equalization Acreage Fees**
  - **LAFO Fees at ([www.co.tulare.ca.us/lafo](http://www.co.tulare.ca.us/lafo))**

1. The completed Annexation Application and Environmental Form should be submitted and be as complete as possible during the initial submittal to enable staff to make informed recommendations. If applicable, a Zone Change Application and corresponding maps should be submitted for alternative rezoning; zoning shall be in conformance with the Land Use Element of the General Plan. (Annexed properties do not qualify for a zone change or a general plan amendment for a two-year period following incorporation into the city limits).
2. The Project Review Committee application form is to be submitted with the Annexation application and 9 copies of the map. The meeting will take place on the second Wednesday from the week of submittal. After receiving the recommendation from the Project Review Committee meeting, the remainder of the items and any changes will be resubmitted to the City for processing.
3. Submit nine (9) annexation maps accurately shown on 8½" x 14" paper with complete metes and bounds description, or bearings and distance from filed surveys description, prepared by a qualified civil engineer or licensed land surveyor (see examples). A substitute conceptual map may be submitted for the initial submittal; however, using substandard application materials will delay the processing of the project.
4. In addition to the applications listed above, a Consent to Annex Form and a notarized Indemnification Agreement must be signed by the property owner(s) and submitted with the application materials.
5. The 300-Foot Radius Map accompanying the application must be to a suitable scale and must be accurate. It must show each parcel, wholly or partially, within 300-feet of the most outer edge of the project site. Each parcel must be consecutively numbered to correspond to owner's name on the Property Owners' List.

The Property Owners List must be current within 90 days of the first public hearing date and must be typewritten, or printed legibly, on Avery 5160 or equivalent mailing labels, and must include the owner's name and mailing address. Each owner's name on this list must be numbered to correspond with the numbering placed on the 300-foot Radius Map. The list must be of the latest available assessment roll and may be obtained through the Tulare County Assessor's Office or Title Company. The signed affidavit attests to the accuracy of the radius map and property owners list and must accompany the application.

6. Additional fees are required to process the application for a public hearing; these fees cover city expenses and staff time for processing the Annexation. It is customary to expect additional fees for processing required CEQA documents and other agency fees.

**Submit this information and the application to the Planning Division, City Hall, Porterville, California. The application must be complete in every respect, with all questions answered completely, before the City Planner can receive and certify the application material.**

**This application is not a permit. A public hearing will be held on your application.**