

# Yuba Local Agency Formation Commission

## Application Instructions

(August 2015)

[Requirements](#) for the processing and approval of applications to LAFCO are established by the Cortese-Knox-Hertzberg Local Government Reorganization Act of [2000](#) and the California Environmental Quality Act (CEQA). [Additional](#) procedures and standards are set forth in Yuba LAFCO's Policies & Procedures and CEQA Guidelines.

Applicants should be aware that the information LAFCO will require in an application [varies](#) depending upon the type of action requested. Staff recommends that project proponents [request](#) a pre-application conference [prior to completing and submitting a formal application](#) assure a [clear](#) understanding of the LAFCO process.

### I Application Contents

Applicants must provide LAFCO 2 copies of the completed formal application , 15 copies of all environmental documents as well as 5 copies of all supporting documents (except the title report-1 copy required) and initial map/boundary description submittals. One copy of LAFCO's Agreement to Pay and Indemnification Form is also required ([See Attachment 3](#)). Also one electronic copy of the all application materials submitted including, entitlements, map and geographic descriptions, signed application forms and all attachments. All questions shall be answered in detail and submitted to LAFCO at one time. The application must include the following:

A Resolution or a petition. The LAFCO process may be initiated by an affected agency (Application by Resolution) or by property owners or registered voters (Application by Petition). A plan for services is required including the items listed in Gov. Code. Section 56653.

1. Application by Resolution - a certified copy of an adopted resolution of application by the legislative body of any affected agency. A sample resolution of application is included in these instructions as [Attachment 1](#) (note: content requirements may vary depending upon the principal act used).
2. Application by Petition - a petition by property owners or registered voters that meets the requirements set forth in Gov. Code Section 56650-~~56653~~ of the Government Code. A sample petition is included in these instructions as [Attachment 2](#).

B Completed Environmental Compliance Section.

1. LAFCO generally requires the [applicant agency](#) to act as Lead Agency for CEQA purposes. In this case, applicants shall submit copies of the Lead Agency Notice of Exemption or Notice of Determination, Initial Study, and all related reports including the Negative Declaration and/or Environmental Impact Report and proof of payment of any required Fish and Wildlife fees.
2. If applicants want LAFCO to act as Lead Agency, a supplemental letter must be written to LAFCO. This letter is for requesting LAFCO to Act as Lead Agency for the purposes of CEQA. If another agency is the lead agency then no letter is required.

C. LAFCO's definition of "Prime Agricultural Land" is contained in Government Code Section 56064. An analysis of the Agricultural Production history (in light of Section 56064) shall be

required. This analysis shall cover the previous 5 years on lands subject to the proposed change of organization and shall be required.

D. Any additional information as requested by LAFCO staff.

## II Processing Fees

In addition to LAFCo's application fee deposit ( See Attachment 4) Applicants are also responsible for payment of all applicable State Board of Equalization (S.B.O.E.) fees, as listed in the S.B.O.E. fee schedule included as Attachment #5 application packet). Applicants are required to pay applicable map and geographic description fees payable to the County Surveyor. The County Surveyor will require this fee prior to checking the legal description and map. Applicants are also required to pay any County fees.

## III Attachment List

Included in the application form is an Attachment List. Please list all supplemental documents and attachments and the corresponding questions on this form, and attach it to the completed application.

## IV Maps

A. Applications must be accompanied by a map of the subject territory (see Attachment #7, sample map and geographic description).

B. Initially, five blueprint copies of the project map (18 x 26 minimum) and two 8 1/2 x 11 reductions are required as well as one electronic copy of both map and geographic description. Following initial review, the maps needed for final processing will be:

1. One original reproducible copy and one electronic copy of the approved map and boundary description
2. Five blueprint or black line copies of the large maps
3. Two original stamped original geographic descriptions
4. Two 8 ½ by 11 Stamped maps meeting the County Recorder's office standards for clarity.

C. To satisfy requirements of the State Board of Equalization as well as LAFCO, maps must:

1. Be drawn to engineering scale
2. Show the exterior lines of subject property
3. Show the net and the gross acreage
4. Show all streets, highways, railroads, streams, drainage canals, or other important physical features
5. Show site dimensions, north arrow, and visual scale
6. Show the point of beginning of the legal description
7. Show all Assessor's Parcel Numbers
8. Show all Tax Area Codes
9. Display a small location or vicinity map
10. Be professionally drawn or copied. Rough sketches cannot be accepted.
11. Be signed by the licensed Land Surveyor
12. Meet the requirements of the State Board of Equalization (Attachment #5).

(Refer to Sample Map and Boundary Description (Attachment #6)

## V Boundary (Geographic) Description

The description must be a metes and bounds description prepared by a Licensed Land Surveyor. It must be sufficient within itself, [without requiring](#) reference to any other document, recorded or not.

## VI Public Notice List

1. The applicant must supply a public notice list and two sets of mailing labels including all the secured parcel numbers of the subject property and [of all properties within 300 feet of the exterior boundary of the subject property](#) and the names and addresses of the owners thereof, as shown on the [most recent](#) assessment roll [being prepared by the county](#) assessor [at the time the Resolution/Petition of Application is adopted](#) prior to the submittal of the application package to LAFCo.

2. The applicant shall obtain mailing labels for Registered Voters. Applicants shall provide one set of mailing labels containing registered voters not residing within the territory, but within 300 feet of the exterior boundary of the subject territory [and two sets](#) of mailing labels containing registered voter's addresses of those who reside within the annexation territory.

Applicants may request that LAFCO staff compile the public notice list at actual cost. This requirement may be waived if the requirements of Government Code 56662 are met meaning no public hearing is required.

## VII Preliminary Title Report (optional)

If [a](#) proposal has 100% landowner consent, the LAFCO, LAFCo may waive notice and hearing for a proposal. If you would like to utilize this expedited process, please supply staff with a title report so that ownership of the subject territory may be verified. LAFCo retains the right to order notice and hearing for any proposal submitted.

## VIII Property Tax Exchange Negotiations

Before processing an application for a change of organization, LAFCO must have documentation that the property tax sharing agreement required by law has been established.

A. Public agencies filing applications accompanied by Resolutions of Application may include language in their initiating resolutions indicating that [an](#) existing master tax exchange formula [applies](#) (if operative and applicable). Another option is to provide LAFCO with a subsequent resolution documenting the agency's [acceptance of](#) the existing formula.

B. Applicants using the petition process may wish to request that all affected agencies begin the tax negotiation process and submit documentation to LAFCO when negotiations are complete.

## IX Filing of applications

Within 30 days after the application is filed, staff will notify the applicant as to the need for additional information or will [certify](#) the application's [completeness](#) by issuing a Certificate of Filing. The required staff review will then begin.

## X General Information and Background:

#### A. History and [Authority](#)

Local Agency Formation Commissions (LAFCOs) were established in 1963 to oversee the boundary changes of local governmental agencies within each county. LAFCO operates under the authority of Title 5, Division 3, Part 2, of the California Government Code (Section 56000 et seq.), also known as the Cortese-Knox-[Hertzberg](#) Local Government Reorganization Act of 2000, as amended. LAFCO has authority over city incorporations and disincorporations; special district formations and dissolutions; annexations; out of area agreements; granting of new services; detachments; and consolidations.– LAFCO must adopt a Sphere of Influence and conduct Municipal Service Reviews for agencies and services subject to its Jurisdiction.

#### B. Commission [Organization](#)

Each LAFCO is composed of elected officials from the county, local cities, and a member of the general public. [Many](#) LAFCOs [include](#) independent special district. In Yuba County, there are two county members, two city members (one from the City of Wheatland and one from the City of Marysville), and one Public Member and three alternates representing LAFCO on behalf of the three categories.

#### C. California Environmental Quality Act

LAFCO is subject to the California Environmental Quality Act, as are most public agencies. This statute requires that each project is [subjected to](#) environmental review and [that](#) the public- [is afforded](#) an [opportunity to participate](#) in the decision-making process.

#### Attachments:

1. Resolution of Application sample
2. Sample Petition template
3. Agreement to Pay and Indemnification form
4. LAFCO [Fee Deposit Schedule](#)
5. [State Board of Equalization](#) Requirements and [Fee Schedule](#)
6. Sample Map and Legal (geographic) Description Guide

**YUBA  
LOCAL AGENCY FORMATION COMMISSION  
Application Form for Changes of Organization**

-- LAFCO use only --

AGENCY-PROJECT	SHORT FORM DESIGNATION

-- To be completed by applicant --

Use supplemental pages as necessary, and reference all attachments on the attachment list

**1. Subject Property**

<b>PROJECT TITLE:</b>		<b>ADDRESS OR LOCATION:</b>
<b>ACREAGE:</b>		<b>PARCEL NO.:</b>

**2. Proposal**

Applicants request the following change of organization: \_\_\_\_\_  
\_\_\_\_\_

**3. Applicants**

LAFCO will send copies of the staff report on the proposal to the following (maximum of 3):

<b>NAME:</b>	<b>PHONE:</b>
<b>ADDRESS:</b>	
<b>EMAIL:</b>	

<b>NAME:</b>	<b>PHONE:</b>
<b>ADDRESS:</b>	
<b>EMAIL:</b>	

<b>NAME:</b>	<b>PHONE:</b>
<b>ADDRESS:</b>	
<b>EMAIL:</b>	

**4. Authority to File Application**

\_\_\_ Petition of landowners or registered voters    \_\_\_ Resolution of Application of an affected agency

Certified copies of the Petition or Resolution of Application are included as Attachment \_\_\_\_.

Petitions and Resolutions of Application must meet certain legal requirements. The Application Instructions include samples for applicant use.

**5. Statement of Justification**

Provide a Statement of Justification for and explain the purpose of each request for change of organization. Include in the statement reasons why the proposal is more effective than the present organization and/or what services to the area are to be enhanced by the project. If any terms or conditions are proposed for this project, include them in the statement.

A Statement of Justification for this proposal is included as Attachment \_\_\_\_.

**6. Boundaries**

- a. An 8.5 x 11 map of the subject territory meeting the specifications listed in the Application Instructions is included as Attachment \_\_\_\_.
- b. A geographic description of the boundaries of the subject territory meeting the specifications listed in the Application Instructions is included as Attachment \_\_\_\_.
- c. Describe how the boundaries of this proposal were determined. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. This proposal \_\_\_\_\_ is \_\_\_\_\_ is not (*check one*) consistent with the sphere of influence of all the affected agencies. (*If you are not sure of each agency's sphere boundaries, check with LAFCO staff.*)
- e. Describe access to the area. \_\_\_\_\_  
\_\_\_\_\_

**7. Neighboring Properties**

- a. A Public Notice List meeting the specifications listed in the Application Instructions is included as Attachment \_\_\_\_\_.
- b. Have surrounding property owners been canvassed for participation in the proposal? \_\_\_\_\_  
Results of any survey of surrounding property owners are included as Attachment \_\_\_\_\_.

**8. Land Use**

- a. Describe existing land use within the subject property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Describe the land use surrounding the subject property:  
North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_
- c. What is the General Plan designation for the subject property? \_\_\_\_\_

- d. What are the General Plan Designations surrounding the subject property?  
 North \_\_\_\_\_  
 South \_\_\_\_\_  
 East \_\_\_\_\_  
 West \_\_\_\_\_
- e. What is the zoning designation (include combining districts, if applicable) for the subject property?  
 \_\_\_\_\_  
 \_\_\_\_\_
- f. What are the Zoning Designations surrounding the subject property?  
 North \_\_\_\_\_  
 South \_\_\_\_\_  
 East \_\_\_\_\_  
 West \_\_\_\_\_
- g. Have any zoning changes, General Plan amendments, subdivision maps, or conditional use permits been applied for on the subject property? \_\_\_\_\_  
 Copies of any such maps and/or applications or entitlements are included as Attachment \_\_\_\_\_.
- h. Will any entitlement applications be made after approval of this proposal? \_\_\_\_\_  
 If yes, please explain. \_\_\_\_\_  
 \_\_\_\_\_
- i. If this proposal is for an annexation to a city, a prezone map and adopted city resolution is included as Attachment \_\_\_\_\_.
- j. Does the project involve agricultural or open space lands? \_\_\_\_\_.
- k. Flood Zone Designation? \_\_\_\_\_.

**9. Public Services**

- a. Please indicate which agencies presently provide public services to the subject territory, and which are proposed to provide service. If you are uncertain, you may leave spaces blank.

<i>Service</i>	<i>Present Provider</i>	<i>Proposed Provider</i>
Fire Protection		
Police Protection		
Domestic Water Service		
Agricultural Water Service		

Sewer Service		
Solid Waste		
Road/Street Maintenance		
Snow Removal		
Power		
Street Lighting		
Planning & Zoning Authority		
Schools		

- b. What effect will approval of this proposal have on the type or level of services *within* the subject property? \_\_\_\_\_  
 \_\_\_\_\_
- c. What effect will approval of this proposal have on public services *outside* the subject property?  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Will approval of this proposal place additional burdens on a public service provider? If so, what revenue will the change in organization generate to compensate the provider for the additional services? \_\_\_\_\_  
 \_\_\_\_\_
- e. Have the affected agencies been notified of this proposal (per G.C. 56654 (b))? \_\_\_\_\_

A list of agencies who have received notification is included as Attachment \_\_\_\_\_.

**10. Population**

Estimate whether the subject territory contains:

\_\_\_\_ 12 or more registered voters. \_\_\_\_ Less than 12 registered voters.

**11. Property Tax Exchange**

An agreement for property tax exchange (if relevant) must be in place prior to LAFCO considering this change of organization. The Tax and Revenue Code requires negotiation of such an agreement to be completed within up to 90 days of initiation or in compliance 99b of the Revenue and Taxation Code, or the LAFCO application proceeding will be considered terminated. To assure satisfaction of this requirement, LAFCO requires applications to be accompanied by documentation that property tax negotiations have been completed.

- a. If this application includes a Resolution of Application, does the Resolution include or reference documentation that the agencies are in agreement with regards to a Tax Exchange Agreement?  
 \_\_\_\_\_.
- b. If this application includes a petition, documentation of applicants' request that the affected agencies initiate tax exchange negotiations is included as Attachment \_\_\_\_\_.



**12. Feasibility of Proposal**

- a. What revenue will this proposal require for the accomplishment of its goals and what are the prospective sources of such revenues? \_\_\_\_\_  
If the proposal involves a granting of an additional service, consolidation, incorporation, or formation, a 5 - year projected budget is included as Attachment \_\_\_\_\_.
- b. Is a new tax or assessment being proposed as a part of this project? \_\_\_\_\_.  
If so, a thorough discussion of how the service will utilize the tax or assessment, as well as the legal authority for the agency to utilize the tax or assessment is included as Attachment \_\_\_\_\_.
- c. Have agreements to mitigate the financial effects of this proposal been established with present service providers? \_\_\_\_\_  
If so, signed copies of these agreements are included as Attachment \_\_\_\_\_.

**13. Environmental Compliance**

- a. Is the applicant agency acting as  Lead Agency or  Responsible Agency (*check one*) for purposes of California Environmental Quality Act (CEQA) compliance?
  - i. Indicate what the Lead Agency has done to comply with the requirements of CEQA.  
 \_\_\_Categorical Exemption from CEQA                      \_\_\_Negative Declaration  
 \_\_\_Environmental Impact Report                              \_\_\_Other (*please specify*): \_\_\_\_\_
  - ii. Copies of the complete environmental documentation prepared by the Lead Agency (including the initial study, any technical reports, and any written comments or recorded public testimony relative to the environmental documents), and a copy of the Notice of Determination, showing the date filed with the County Clerk, are included as Attachment \_\_\_\_\_.  
*If you are not sure what constitutes the complete environmental documentation, consult with the appropriate staff at the Lead Agency.*
  - iii. Was the environmental documentation circulated to the Yuba Local Agency Formation Commission prior to adoption by the Lead Agency?  \_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, copies of any comments made by LAFCO relative to the project, and any Lead Agency responses are included as Attachment \_\_\_\_\_.

*Note for Sphere of Influence Proposals and Updates: Should an agency desire to include more territory within its Sphere of Influence all additional CEQA costs must be paid by that agency prior to the Commission approving the Sphere of Influence Update.*

- b. In limited circumstances, LAFCO will act as Lead Agency for CEQA purposes. These circumstances are listed in LAFCO's CEQA Guidelines and include situations where the applicant agency is unable or unwilling to act as Lead Agency.  
If the applicant agency has declined to act as Lead Agency, and the applicant wishes LAFCO to assume this responsibility, applicant must **Request for LAFCO to Act as Lead Agency**.

**14. Disclosure Requirements and Certification** Pursuant to Government Code Sections 56700.1 and 57009 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and 82015 and 82025 of the Political Reform Act applicants for LAFCO approvals and those opposing such proposals are required to report to LAFCO all political contributions and expenditures with respect to the proposal that exceed \$1,000. LAFCO has adopted policies to implement the law, which are attached to this application (attachment #8 to application instructions). By your signature to this application, you are binding the applicant to abide by these disclosure requirements. You are further agreeing that should

LAFCO be required to enforce these requirements against you (or if the agency is the formal applicant, the real party in interest) that you will reimburse LAFCO for all staff cost and legal fees, and litigation expenses incurred in that enforcement process. Applicants request that proceedings as described in this application be taken in accordance with the provisions of Government Code sections 56000 *et seq.* and hereto affix their signatures:

Date	Signature	Printed Name	Title

**NOTE:**

*Applications will not be accepted without the signature of one or more of the following: 1) the legal owner(s) or official agents with Power of Attorney or written authorization to sign (a copy of which must be attached); 2) Chief Petitioners; 3) Chair of the Legislative Body submitting a Resolution of Application.*

Applicants must also sign and date **Agreement to Pay**; the Application will be considered incomplete until that form is submitted.



**Attachment #1 Sample Resolution**

**BEFORE THE BOARD OF DIRECTORS  
OF THE  
\_\_\_\_\_ DISTRICT\***

**RESOLUTION 2014 - \_\_\_\_\_**

Resolution of the Board of directors of the \_\_\_\_\_ District requesting the Yuba Local Agency Formation Commission to take proceedings for the annexation for the \_\_\_\_\_.

Resolved by the Board of Directors of the \_\_\_\_\_ District that:

**WHEREAS**, the \_\_\_\_\_ District desires to initiate proceedings pursuant to the Cortese-Knox Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code, for the annexation (*and Sphere of Influence Amendment*); and

**WHEREAS**, at the time and in the manner provided by law, the General Manager gave notice of the date, time, and place of a public hearing by the District Board of Directors to initiate these proceedings; and

**WHEREAS**, a notice of intent to adopt this resolution of application has not been (*or has been*) given to each interested and subject agency; and

**WHEREAS**, there are no affected cities or districts within the meaning of Subdivision (2) of Section 56700 of the Government Code; and

**WHEREAS**, the territory proposed to be annexed is inhabited (*uninhabited*) and a map and description of the boundaries of the property are set forth in Exhibits A and B attached hereto and by this reference incorporated herein; and

**WHEREAS**, this proposal is consistent with the sphere of influence of the \_\_\_\_\_ District; and

**WHEREAS**, it is desired to provide that the proposed annexation be subject to the following terms and conditions:

1. All costs incurred to complete the annexation including but not limited to Yuba LAFCo, Yuba County, and the State Board of Equalization costs will be born by the property owner(s) and (or) district.
2. All impact mitigation fees will be applied to any construction on this property after the completion of the annexation.
3. (*Other terms and conditions the district may wish for LAFCO to consider*); and

**WHEREAS**, the reasons for the proposed annexation are as follows;

1. The annexation of \_\_\_\_\_ will allow the \_\_\_\_\_ District to provide enhanced \_\_\_\_\_ services to an inhabited area that has no other means of acquiring such services.

**WHEREAS**, the Board of the \_\_\_\_\_ District has made an environmental

April 12, 2019

\*Contents of this resolution may vary depending upon the district principal act and other specific requirements

**Attachment #1 Sample Resolution**

determination for this project and finds that \_\_\_\_\_ ; and

**WHEREAS**, this Board certifies that pursuant to Section 99(b) of the Tax and Revenue Code:

1. The \_\_\_\_\_ District is in consensus with the tax formula as expressed by the Yuba County Board of Supervisors Resolution \_\_\_\_\_ (*only if applicable*); and

**WHEREAS**, this Board certifies that, pursuant to Section 56663 of the Government Code: Because the property in question is currently inhabited and all of the property owners have consented in writing, the Board of the \_\_\_\_\_ District wishes to waive the notice and hearing and (or) election; and

**WHEREAS**, in accordance with Government Code Section 56653, the Board hereby adopts a Plan for Services for this proposed annexation/detachment and minor Sphere of Influence amendment attached hereto as Exhibit "C"; and

**Now, therefore**, this Resolution of Application hereby adopted and approved by the Board of Directors of the \_\_\_\_\_ District and the Yuba Local Agency Formation Commission is hereby requested to take proceedings for the property owned by \_\_\_\_\_ as shown in Exhibit A according to the terms and conditions stated above and in the manner provided by the Cortese-Knox Local Government Reorganization Act of 2000.

**PASSED AND ADOPTED** by the Board of Directors as a Resolution of the \_\_\_\_\_ District at a regular Board Meeting held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

**AYES:** \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(name)  
\_\_\_\_\_  
(name)  
\_\_\_\_\_  
(name)  
\_\_\_\_\_  
(name)

**NOES:** \_\_\_\_\_  
\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ATTESTED:** \_\_\_\_\_  
(name & title)

**DATED:** \_\_\_\_\_

**YUBA LOCAL AGENCY FORMATION COMMISSION**  
**Agreement to Pay for Time and Materials and Indemnification Form**

***Agreement to Pay for Time and Materials and Indemnification Form***

**Charges and Deposits**

LAFCo charges are based upon actual staff time and other expenses attributable to processing applications, reviewing project proposals and researching matters as requested. Such charges may be incurred prior to or without the filing of an application with LAFCo. Individuals and agencies who request services, research, or review must provide a deposit toward project expenses, as listed on the attached current fee schedule, along with a signed copy of this agreement. All deposits are subject to increase, should the Executive Officer determine that the magnitude of the project justifies the increase. The amount of staff time necessary to process any individual application cannot be easily predicted in advance. Therefore, applicants should be aware that LAFCo charges may exceed the applicable deposit. (Unexpended deposits will be refunded.)

**Staff Assignments**

The Executive Officer shall assign LAFCo staff members to projects as appropriate. Should the scope of a project require that outside consulting or other needed services be obtained, applicants will be responsible for the entire cost of recruitment, source selection, and payment for such outside services. Applicants are responsible for paying actual costs for any services obtained through contract, even if such costs exceed the charge-out rate of a regular staff member providing similar services.

**Billing Procedure**

LAFCo invoices will detail tasks, hours, staff charge-out rates, staff members responsible for work, and/or costs of contracted services. Invoices will also reflect the remaining balance of the initial deposit. Should the deposit be depleted, all staff work will cease until the deposit on file has been replenished. Projects with delinquent balances will not be scheduled for hearing, and the Commission will consider applicants to have waived any and all statutory deadlines.

This form must be signed by the person responsible for payment and must be filed with LAFCo along with the applicable deposit when an application is filed or a request for staff services is submitted.

**Questions regarding specific billing procedures should be directed to the LAFCo Executive Officer at (530) 749-5467**

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**Agreement**

*I certify that I have reviewed the above information, the attached LAFCo fee schedule, and the attached State Board of Equalization fee schedule. I agree, as project applicant or authorized representative, to pay Yuba LAFCo for all staff services, materials, and other charges attributable to my application or request for services. I understand that services may be required before LAFCo receives a formal application if extensive staff assistance is required prior to receipt of an application, and I agree to pay for such services whenever incurred and regardless of whether a formal application is submitted to LAFCo. I also understand and agree that LAFCo's charges are payable regardless of whether the application is withdrawn, denied, or otherwise terminated prior to completion.*

*I understand that if the cost of services exceeds the deposit on file, staff work on my project will cease, and my project will not be scheduled for hearing until additional funds are provided. I agree to remit the applicable State Board of Equalization filing fee when required. I agree to pay all charges within 30 days of receipt of invoice or in any case prior to the filing of the Certificate of Completion for the project. I understand Government Code Section 56886(t) allows the extension or continuation of any previously authorized charge, fee, assessment, or tax by a local agency or a successor local agency to be applied within the affected territory.*

**Indemnity**

*Applicant agrees to indemnify, save harmless, defend, and reimburse LAFCo for all reasonable expenses and attorney fees in connection with the defense of LAFCo and for any damages, penalties, fines or other costs imposed upon or incurred by LAFCo should LAFCo be named as a party in any litigation or administrative proceeding in connection with his/her/its application. Applicant agrees that LAFCo shall have the right to appoint its own counsel to defend it and conduct its own defense in the manner it deems in its best interest, and that LAFCo's taking such actions shall not limit Applicant's obligations to indemnify and reimburse defense costs or relieve Applicant of such obligations.*

*Applicant may request modification of the terms of this agreement in writing, with supporting reasons. Such modification can be approved only by the full Commission.*

**YUBA LOCAL AGENCY FORMATION COMMISSION**  
**Agreement to Pay for Time and Materials and Indemnification Form**

<b>Date</b>	<b>Signature of Property Owner/Applicant or Authorized Representative</b>	<b>Printed Name</b>	<b>Title</b>