

STAFF TIME PROCESSING A TYPICAL APPLICATION SUCH AS THE
BREWER SORIA ANNEXTION TO GOLETA SANITARY DISTRICT

Initiating the process and creating file - 2 hours

1. Check and stamp all materials received
2. Using a checklist list all materials received
3. Assess for completeness
4. Prepare manila folder and place in it application materials
5. Go to Tax Collector's website ascertain all districts/entities affected by the application
6. Create mailing labels for affected districts/entities
7. Narrative description of proposal prepared
8. Complete "Receipt of Received Application Materials"
9. Make copies
10. Prepare envelopes for distribution both USPS and brown mail
11. Complete "Reportback" form and make copies for distribution to County departments
12. Prepare a reportback – reportback form, application, legal description, map (and additional information included for Planning and Development
13. Prepare brown mail envelopes for reportback
14. Note all actions on case processing form
15. Mail and put into brown mail all forms

Review application – 30 minutes

Correspond with applicant if needed to complete application

Certificate of Filing – 30 minutes

1. After receiving confirmation that application materials are complete prepare "Certificate of Filing"
2. Send to applicant

Receiving returned reportbacks – 15 minutes

1. As departments return their information review and place in folder
2. Make notations on case processing form

Prepare for LAFCO meeting – 2 hours

1. Prepare staff report based on application and reportbacks
2. Draft any applicable resolutions (may include a sphere of influence resolution) for review by Executive Officer. After review finalize and prepare for Chair signature
3. Prepare environmental notice "Notice of Exemption" or "Notice of Determination– If an EIR make sure copy of Fish and Game receipt is included and attached

After proposal is approved - **30 minutes**

1. Take environmental notice to Clerk of the Board
2. Complete the resolution(s) noting the vote taken

Recordation – **1 hour**

After 30 days and receipt of approved map(s) and legal description
(And for some annexation the agency's permission to record is received)

1. Prepare "Certificate of Completion" for recordation including all appropriate materials
2. Prepare "Request for TRA Assignment" with appropriate materials attached
3. Record with County Recorder
4. Enter all information on case processing file

If a sphere of influence change is approved make and provide copies of the map and legal description to (a) County Surveyor and (b) agencies listed in the proposal folder

Submit boundary change to the State Board of Equalization - **30 minutes**

After recordation, the TRA assignment is received from Assessor and check for BOE received

1. Complete BOE boundary change form
2. Gather appropriate materials for BOE submission
3. Prepare for mailing and mail

Notice of Completion – **45 minutes**

When notification is received from the BOE that the boundary change is accepted

1. Prepare a "Notice of Completion"
2. Compile the distribution list and mailing labels
3. Distribute the Notice of Completion
4. Make final notations on case processing form and file

Total – 8 hours

Note:

These time estimates are based on complete application materials at the time the application is submitted – inadequacies require phone calls, follow-up, etc.

Larger, more complicated proposals take more time

Annexations to cities generally require more time