

USER'S GUIDE TO ANNEXATION

PURPOSE

The purpose of this document is to provide information to the potential applicant on the process and procedure of annexation to the City of Escondido and to answer basic questions regarding the City's policies of annexing property from the County.

WHAT IS ANNEXATION?

Annexation is the process of changing a property's governmental boundaries. In the case of the City of Escondido, it involves unincorporated County of San Diego territory being included in the corporate boundaries of the City.

WHAT IS LAFCO?

The San Diego Local Agency Formation Commission (LAFCO) was established by state law to discourage urban sprawl and encourage the orderly formation and development of government agencies within the county. LAFCO oversees changes of organization of local government agencies including annexations and detachments of territory, incorporation of cities, formation of special districts, consolidations, mergers, and dissolutions. LAFCO must also determine and periodically update spheres of influence for local agencies after conducting a review of the municipal services provided by local agencies. Changes of organization are governed by the Cortese/Knox /Herzberg Local Government Reorganization Act of 2000, as amended.

WHAT IS A SPHERE OF INFLUENCE?

LAFCO is required by state law to determine a sphere of influence for each city and special district in the County. A sphere of influence is a plan for the probable physical boundaries of a local agency as determined by the commission. It guides LAFCO in making decisions on individual jurisdictional changes. Territory must be within a city's sphere before it can be annexed. When establishing a city's sphere boundary, LAFCO includes territory that is expected to require city services within a 10-15 year time period and considers information regarding land use, and public facilities and services. LAFCO reviews a city's sphere every five years for possible modification.

WHO CONTROLS ANNEXATIONS?

LAFCO is authorized to approve, with or without amendments, or disapprove proposals for annexation. Prior to the City initiating the annexation, both LAFCO staff and City staff review the annexation for compliance with City and LAFCO policy and state law. Once the annexation is determined to be in accordance with the necessary provisions and appropriate fees are paid, the City Council formally initiates the annexation, directing staff to process the application through LAFCO.

WHAT ARE THE CITY'S POLICIES FOR ANNEXATION?

In June 1990 the City Council adopted a new General Plan for Escondido. This document contains policies regarding the consideration and processing of annexations. The policies which directly relate to the annexation of unincorporated properties into the City are:

Annexation

Policy D6.1 The City will not actively seek to annex unincorporated lands, except those lands owned by the City, and will rely instead on applications from property owners for proposed annexations to the City. Exceptions may arise to implement the Goals and Objectives of the General Plan.

Annexation

Policy D6.2 Annexation proponents shall demonstrate that facilities, services and infrastructure are adequate to serve the proposed annexation, in accordance with City standards and/or applicable Subarea Facilities Plans consistent with the Growth Management and Community Facilities Elements. If existing and/or proposed public facilities and infrastructure are inadequate to serve the proposed annexation area, annexation may proceed only if it can be demonstrated that all necessary improvements will be financed by the property owner(s), and that such expansion of the City will not have unacceptable adverse fiscal or environmental impacts to existing City services or residents.

Annexation

Policy D6.3 The City shall not provide services directly or indirectly to unincorporated areas unless there is a mutual agreement between the City and appropriate agencies, if any, to compensate for costs incurred. Such services must be consistent with facilities plans pursuant to the Growth Management and Community Facilities Elements.

The annexation policies in the General Plan reflect the City's policies toward new residential development; all growth must finance its own impacts on City services. The General Plan obligates the City to provide services and facilities consistent with Quality of Life Standards which establish minimum threshold levels. All City growth, whether it is new construction or annexation of existing residences, impacts the services the City must provide to its residents. As a result, annexation fees have been adopted by the City Council to partially offset the costs incurred by the City to provide services to newly annexed properties. The City's fees can be found in the Planning Division Fee Schedule available upon request at the Planning Counter. Other fees may be involved depending on the size of the annexation area, number of vacant properties and development potential, condition of existing infrastructure and other factors.

WHAT CRITERIA ARE USED IN EVALUATING AN ANNEXATION?

Several factors are important City and LAFCO considerations in evaluating annexations:

1) Whether the annexation area is physically contiguous with existing City boundaries:

To meet LAFCO requirements, annexation areas must be physically contiguous to existing City boundaries and must be inside the adopted sphere of influence of the city. This may involve including additional properties to meet this criterion.

2) Whether the annexation area represents a logical expansion of the City:

The annexation is evaluated for its shape and configuration on a case-by-case basis. Annexation resulting in an illogical expansion is not acceptable since it is difficult to provide services. The easiest way to avoid this situation is to propose an annexation that utilizes adjacent streets, topographic features, flood control channels, etc., for the boundaries of the annexation area.

3) Whether the annexation creates an area of unincorporated County "island":

Another LAFCO requirement is that an area cannot be annexed into the City if, as a result, unincorporated properties are completely surrounded by the City. This makes it difficult for the County to provide services to the unincorporated area.

4) Whether the area requesting annexation is experiencing a failed septic system:

For areas under a health and safety order by the County of San Diego Department of Environmental Health (DEH) annexation proceedings can be expedited. For such situations, evaluated on a case-by-case basis, LAFCO and City processing timeframes may be reduced in order to allow for connection to City sewer service. This type of expedited processing is only applicable to properties that have been determined to have a failing septic system and a letter from the County DEH has been issued. Upon annexation initiation, the City may enter into a "Temporary Connection Agreement" with a property owner to allow connection to City sewer prior to the completion of the annexation process. The City will not provide sewer service to properties outside our corporate boundaries without a pending annexation application based on a health and safety issue for an existing residence.

5) Whether the area requesting annexation is proposed for development:

In order to promote orderly growth and prevent sprawl, LAFCO requires that a development plan be submitted concurrently for annexation of vacant properties.

6) Whether existing City facilities, services, and infrastructure are adequate to serve the proposed annexation area:

City services are evaluated to determine if extending and/or expanding such services will be detrimental to existing residents. Since annexation is a form of City growth, providing the area with municipal services impacts the City's ability to provide services to existing residents. The City's General Plan establishes thresholds for providing municipal services to existing residences.

As part of the Annexation Application, the applicant will be required to submit an overall evaluation of the entire annexation's impacts on the City's Quality of Life Standards. The evaluation shall identify:

a) The magnitude of deficiencies impacting City services;

In evaluating the proposal, staff will contact other City Departments to verify adequacy. For example, the Police and Fire Departments will determine whether the proposed annexation area meets appropriate response times. The Engineering and Public Works Departments will evaluate the annexation's street system and the City's sewer and water capacity, etc. City Staff will also analyze the existing area to determine what, if any, necessary improvements need to be installed to meet City standards.

b) Proposed funding mechanisms to mitigate the impacts;

If a proposed annexation area does not meet the City standards, the annexation may proceed only if all necessary improvements will be financed to the City's satisfaction. Potential financing mechanisms could range from the applicant funding all improvements to securing funding from the City's Capital Improvement Program or the Subarea Facilities Plan. All fees required to mitigate annexation impacts will be in addition to fees collected for processing the annexation application. Annexations determined to create unacceptable adverse fiscal or environmental impacts for City services and/or its existing residents will not be initiated for processing. An example of an "unacceptable adverse fiscal or environmental impact" would be an annexation that incurs a liability or responsibility for the City requiring extensive improvements to correct.

c) Proposed time frame by which the impacts will be mitigated;

In evaluating an applicant's proposal, City staff will determine the appropriateness of timeframes proposed for correcting impacts caused by an annexation. Some improvements may be listed on the City's Capital Improvements Program as an immediate project thereby alleviating potential impacts caused by an annexation. Other planned improvements might not be due to commence for several years. A third scenario might have the applicant funding the improvement to immediately correct the deficiency. In each case the City will determine the appropriateness of processing the annexation based on the proposed timeline for correcting impacts. It should be noted however, that overriding City interests in an annexation may be reason for the City to initiate annexation for processing without necessarily factoring in the magnitude of deficiencies, funding mechanisms, or time frame for mitigation.

HOW CAN I ANNEX TO THE CITY?

Preliminary Annexation Process

First, the applicant must meet with the Planning Division staff to discuss the property being requested for annexation and to provide relevant information to staff (i.e. assessor's parcel number, address, reason for annexation, etc.). During that meeting, boundaries of the potential annexation

will be delineated and may include adjacent properties which "round-out" the annexation area to form a logical boundary expansion for the City. To the extent possible, such "rounding-out" of the annexation area will include as few adjacent parcels as possible to streamline the process. It may be necessary for Planning staff to confirm the annexation area with LAFCO staff. Upon confirmation of the annexation area, a survey of property owners in the annexation area will be required. The applicant is responsible for canvassing the area to determine if the other property owners within the proposed annexation area are interested in annexing. Instructions for canvassing, a sample survey, and annexation letter are included as Attachment A.

Results of this survey are returned to the Planning Division who will review it with LAFCO for preliminary determination of the proposed boundaries. At least 75% of the property owners within the area to be canvassed must respond favorably to the survey by signing a questionnaire or petition before the City will proceed with the annexation. If less than sufficient support is received, the annexation area may be adjusted to include only areas of strong support. The Planning Division will coordinate the City's evaluation of the annexation which will determine if it meets the Quality of Life Standards outlined in the General Plan based on the appropriate criteria. After the appropriate City processing fees are paid and necessary financing mechanisms are considered, the Planning Division will request the City Council to initiate the annexation. After the City Council initiates the annexation, the necessary applications are prepared by the applicant with the help of the Planning staff.

WHAT HAPPENS AFTER THE ANNEXATION HAS BEEN INITIATED?

Formal Annexation Process

The City will conduct environmental review to assess the impacts of the annexation and the proposed zoning. If a development is proposed for the property which requires a City issued building permit, the applicant may choose to have the environmental review concurrently assess all impacts of the development as well. If only the annexation and proposed zoning are the subject of the application an environmental determination is made and the property will be rezoned through the public hearing process (Planning Commission and City Council public hearings), which establishes the most appropriate zoning based on existing adjacent City zoning, topography, future land uses, the General Plan, and City policies.

After the property is rezoned and the City Council approves the annexation, the annexation application is submitted to LAFCO staff for processing and a hearing before LAFCO. If LAFCO approves the annexation, a second and final hearing will be conducted by LAFCO (unless waived by the LAFCO Commission). At this time, written protest against the annexation may be filed with the LAFCO. If an annexation area is uninhabited (fewer than 12 registered voters reside within the annexation area), property owners may file written protest. If protest is filed by less than 50% of the property owners owning less than 50% of the assessed value of the land, LAFCO must order (approve) the annexation. If protest is filed by property owners owning 50% or more of the assessed value of land within the annexation area, LAFCO must terminate proceedings for the annexation.

For inhabited annexations (12 or more registered voters reside within the annexation area), protests may be filed by either property owners or voters. If protest is filed by less than 25% of the voters or less than 25% of the property owners who also own less than 25% of the assessed value of land, LAFCO must order (approve) the annexation. If protest is filed by 50% or more of the voters, the annexation proceedings must be terminated. If protest is filed by at least 25% (but less than 50%) of the voters, or by at least 25% of the number of property owners who also own at least 25% of the assessed value of land in the annexation area, LAFCO must call for an election. Only registered voters within the area to be annexed may vote at the election, and a simple majority of votes cast will determine the outcome. LAFCO requires the applicant to pay the election costs.

If insufficient protest is received, or if a majority of voters favor annexation in an election, LAFCO will order (approve) the annexation. The annexation is considered complete once LAFCO has recorded it with the County Recorder and it has been recorded with the State Board of Equalization.

WILL THE CITY PROCESS DEVELOPMENT PLANS CONCURRENTLY WITH ANNEXATION?

In order to meet LAFCO requirements, applicants are required to submit development plans for processing concurrent with annexation applications for vacant parcels. These development plans include parcel and subdivision maps, conditional use permits, variances, and all other discretionary applications processed by the City (these applications may require separate fees). In such cases of concurrent processing, the environmental review would not only address annexation issues but issues pertaining to the development proposal as well. Any necessary public hearings pertaining to the development proposal can occur while that annexation is being processed. When the annexation is recorded with the County Recorder, the area is considered to be within the City and development of the subject property would be able to proceed.

HOW LONG IS THE ANNEXATION PROCESS?

It may take several months to complete the preliminary steps which involves meeting with Planning Division and LAFCO staff, establishing an annexation boundary, and canvassing adjacent property owners. After the City Council initiates the annexation and the necessary fees are paid to the City, the staff processing time for environmental review and rezoning takes approximately six to eight months. LAFCO's processing time varies from three to six months, depending on the complexity of the proposed change of organization and completeness of application material submittal. Final recordation through the State Board of Equalization takes an additional two to four months. It is not uncommon for an annexation to take between eighteen and twenty-four months to complete. It may take longer if an election must be scheduled to determine an annexation's outcome. Additional time may be necessary when development plans are processed concurrently with annexation to allow for additional project review.

HOW MUCH DOES IT COST TO ANNEX?

Annexation applicants will be charged City fees for environmental review, rezoning and annexation processing, LAFCO fees, and State Board of Equalization fees. The City fees must be deposited with the Planning Division prior to scheduling the annexation for City Council initiation. The LAFCO and Board of Equalization fees must be deposited prior to submitting the annexation application to LAFCO. A listing of the required fees is included as Attachment B. As part of the preliminary annexation process, Planning staff will determine an estimate of the required fees to be paid by the applicant. When multiple property owners are included in an annexation, the fees may be divided. Additionally, if an annexation must go through election proceedings, the applicant must pay all costs.

If the City's evaluation of the proposed annexation determines that the area does not meet established Quality of Life Standards outlined in the General Plan, additional fees may be imposed to finance necessary improvements. These fees can be paid through a variety of financing mechanisms (assessment district, Mello-Roos District, Bond Measure, etc.) which must be secured prior to the annexation receiving LAFCO consideration.

WHAT HAPPENS TO MY PROPERTY TAXES IF I ANNEX?

The City and the County have adopted a master Property Tax Agreement that allows the City to recover a portion of the taxes collected by the County. These taxes are used by the City to pay for services that will be the City's responsibility. The tax rate established by Proposition 13 is not changed by annexation and properties are not re-assessed as a result of being annexed to the City unless construction is proposed.

WHAT HAPPENS TO MY ADDRESS UPON ANNEXATION?

Addresses are assigned at the time of development by either the County Building Department or the City of Escondido Building Division. Although it is a rare occurrence, County properties annexing into the City may be subject to an address change if it is determined by service providers that existing addresses of the surrounding area would create a confusing addressing system. Inconsistencies in addressing patterns may result in inefficiencies and/or a potentially life threatening situation with regard to providing services, including police, fire, mail, etc.

WHAT SERVICES ARE PROVIDED BY THE CITY?

Police:

An annexation area will be included within a police patrol "beat" and will receive regular patrols by the City's police officers. This would replace patrols by the County's Sheriff Department. The estimated response time for an Escondido police unit is less than five minutes for priority calls.

Fire:

An annexation area would receive service from a full-time City Fire Department. The Fire Department has five stations within the City, and estimated response time for calls is five minutes. The City's Fire Department also provides paramedic services. Although annexation results in lower fire insurance costs in most cases, individual insurance companies make varying decisions on fire rates. Usually, in order to receive maximum fire protection benefits, fire hydrants must be available. Installation of fire hydrants is the responsibility of the property owner requesting them. A hydrant may be installed on the waterline of any water service agency which meets the requirements of flow and pressure.

Water:

Within the City boundaries, water users are served from a variety of sources including the City Water Department, Mutual Water Company, Rincon Del Diablo Municipal Water District, Vallecitos Water District, Valley Center Municipal Water District, or private wells. There are boundaries and agreements which determine jurisdictional responsibility to serve the various locations (contact the City Engineering Department at (760) 839-4651 for further information).

Sewer:

The City has the only public sewer system in the Escondido Drainage Basin as an alternative to septic systems. It is not a requirement to connect to the sewer system upon annexation if the existing septic system is functioning properly. However, new construction must connect to the sewer if it is available and if the site is less than one acre in size. Annexation makes a property eligible for sewer service but does not guarantee it. The City's policy is to grant such service on a first-come, first-served basis at the property owner's expense and subject to sufficient capacity. Information regarding availability of service may be obtained by calling the City Engineering Department at (760) 839-4651.

Street Lighting:

With new developments, provision of street lighting is required. Within older developed areas, a determination will be necessary as to whether street lighting is needed. San Diego Gas & Electric Company provides electrical services for street lighting.

Street Improvements:

The City may require that streets in annexing areas be brought up to existing City Standards at the property owner's expense. The amount of such improvements is dependent upon the construction costs.

Animal Control:

The City contracts with the Escondido Humane Society for a variety of animal control services including dog licensing, impounding of strays and dangerous animals, and dead animal disposal.

Other Services:

Other services provided to City residents include library, City parks, recreational facilities (swimming pools, lakes, tennis courts, ball fields, and organized athletics), senior citizen center, Boy's and Girl's Club, trash collection, and other services associated with municipal government.

WHAT HAPPENS TO ACTIVITIES PERMITTED IN THE COUNTY BUT NOT IN THE CITY?

The questions most frequently asked are whether owners of annexing properties may continue activities that are legal in the County but may not be permitted in the City. Such uses are termed "legal non-conforming" and may continue after annexation, even if the property is sold, providing the uses are not abandoned or discontinued for a period of six months or more. The City has an adopted ordinance detailing the provisions of non-conforming uses. Non-conforming rights only involve permitted activities occurring on the property at the time of annexation and do not include activities that may be permitted in the County but never exercised. Also, illegal activities occurring in the County are not legitimized by annexation.

If there is a question regarding the uses on a property and the ability to continue it after annexation, the County of San Diego Planning Department should be contacted to determine if such uses are permitted. Written confirmation from the County, including County obtained building permits if applicable, regarding the legality of all uses occurring on the property prior to annexation must be obtained and kept on file with the property with copies provided to the City.

WHAT WILL BE THE STATUS OF MY ANIMALS AFTER ANNEXATION?

The City's policy of legal non-conforming uses described above also applies to animals. Similar replacements may be kept indefinitely (i.e. if one horse is on the property, that horse, or another horse may replace the original horse). However, different types of animals may NOT be used in replacement (i.e. a cow may not replace a horse). Also, if the owner sells the property, the buyer may bring in animals of the same type and number onto the property as long as a reasonable amount of time does not elapse or the furnishings (corrals, pens, etc.) are not removed. The City's ordinance pertaining to non-conforming uses considers six (6) months reasonable time to replace one animal with another of the same category.

If an annexation applicant desires a wider variety or greater number of animals to be kept on the property similar to the County's animal provisions, the matter should be discussed with the City Planning Division. Opportunities for expanding animal provisions are possible during annexation through an "Animal Overlay Zone" and can be considered during the rezoning public hearings. Areas that are classified as Estate or Rural in the City's General Plan are potentially eligible for this Overlay designation provided there are no adverse impacts to adjacent properties.

As with all non-conforming uses, written confirmation from the San Diego County Planning Department must be obtained as well as information describing the exact number and types of animals existing on the property prior to annexation. This information should be provided to the City as well as kept with the property owners records. In certain areas of the City an animal overlay zone can be established upon annexation that would expand the existing animal provisions to allow the types and numbers of animals permitted in the County.

ATTACHMENT A

INSTRUCTIONS FOR CANVASSING PROPOSED ANNEXATION AREA

1. Meet with Planning Division staff to determine area to be canvassed.
2. Send out letters and surveys (see attached samples) with self-addressed stamped envelopes (at least two mailings should be dispatched) or use petitions and meet with property owners to obtain signatures. Letters and petitions should be provided for review by Planning staff prior to distribution.
3. Prepare a map delineating all parcels within the annexation area. Upon receipt of responses returned via mailed letters or petitions, color the map as follows:
 - a. Those residents in favor of annexation* – green
 - b. Those residents opposed to annexation* – pink or red
 - c. Those residents who did not respond to the mailing or are undecided* – blank
 - d. Existing City boundaries* – blue or black

*Note: If the property owner lives off-site, information pertaining to his/her response should also be provided.

4. Attach signed surveys or petitions from each property owner who responded.
5. Return color-coded map, surveys and petitions to the Planning Division.

Note: The canvassing results are only valid for six months from the date of the letter.

In order for the City to proceed with an annexation, 75% of the residents within the annexation area must have responded favorably to the survey.

Sample Letter

Note: This letter is to provide the applicant with guidance in formulating a letter seeking property owner/resident opinion on annexation. It is anticipated that additional detail will have to be provided by the applicant regarding any fees or costs that will be required by the property owner. Please submit letter for Planning staff review prior to mailing.

Date

Name

Street

City, Zip Code

Subject: Proposed Annexation to the City of Escondido

Dear _____:

We own (are representing the owners of) property located near you at _____. We are currently working with the City of Escondido regarding annexing this property. In pursuing this annexation the City has assisted me in drafting this letter and guiding me in the process. Also involved in the annexation process is the Local Agency Formation Commission (LAFCO). LAFCO is a state agency responsible for overseeing annexations ensuring that Cities expand their territories in a logical manner and can efficiently provide municipal services. Since Escondido's corporate boundaries surround your area, LAFCO has requested that you be contacted to gauge your level of interest in joining my annexation.

Escondido has long-standing policies regarding annexations. Recognizing that annexation is a personal decision, the City does not actively seek to annex unincorporated lands, and relies on applications from property owners for proposed annexations to the City. Since LAFCO has requested that you be contacted, information has been provided in this letter describing the annexation process and answering the most often asked question regarding annexations. A form consenting or opposing to annexation has been included with a stamped envelope in this letter for your response. Information regarding the LAFCO process may be obtained by contacting Robert Barry at LAFCO at (619) 531-5400. For specific information regarding this annexation proposal may be obtained by contacting (insert name of project planner) at the City of Escondido at (760) 839-4671. If the City does not receive a response from you by (insert date 2 weeks from date of letter), it will be understood that you are not interested in annexing to Escondido.

HOW MUCH DOES IT COST TO ANNEX?

There are both City and LAFCO processing fees associated with annexing to Escondido. (Insert filing fees and fees to finance necessary improvements)

WHAT HAPPENS IF THERE IS ONLY SCATTERED INTEREST IN ANNEXING TO THE CITY?

LAFCO is responsible for ensuring "logical boundary expansions" of cities. This includes ensuring that territory involved in annexation is physically contiguous to city boundaries, within the City's Sphere of Influence, and that the annexation configuration assures the efficient provision of municipal services. Although annexation boundaries are evaluated on a case-by-case basis, LAFCO's goal is to annex blocks of territory that "round out" city boundaries and avoid creating unincorporated "islands." If the annexation survey of this area results in a scattered response of property owners favoring annexation,

LAFCO may decide not to annex properties within the survey area and annex only the area requesting annexation.

HOW LONG WILL IT TAKE TO COMPLETE THE ANNEXATION PROCESS?

It will take several months to complete the environmental review and annexation process. One step in annexation is “prezoning,” which designates a property with a preliminary zone designation in anticipation of formally completing the annexation process. To complete the process, it will take approximately 10-12 months.

WHAT HAPPENS TO MY PROPERTY TAXES?

Property taxes collected from City residents and County residents are similar. The City and the County have adopted a Master Property Tax Agreement that allows the City to recover a portion of the taxes collected by the County. These taxes are used by the City to finance services that will be the City’s responsibility. The tax rate established by Proposition 13 is not changed by annexation and properties are not re-assessed as a result of being annexed to the City.

WHAT SERVICES ARE PROVIDED BY THE CITY?

Police: An annexation will be included within a police patrol “beat” and will receive regular patrols by the City’s police staff. This would replace patrols by the County Sheriff Department. The estimated response time for an Escondido police unit is less than five minutes for priority calls.

Fire: The City maintains a full-time Fire Department and paramedic staff with five stations located within the City with an estimated response time of less than five minutes. (Identify current water provider and describe changes to service which may occur with annexation)

Water: Within the City boundaries, water users are serviced from a variety of sources including the City water Department, Mutual Water Company, Rincon del Diablo municipal Water District and other districts as well as private wells. (Identify current water provider and describe changes to service which may occur with annexation)

Sewer: Escondido has the only public sewer system in the Escondido Drainage Basin as an alternative to private septic systems. It is not a requirement to connect to the sewer system upon annexation if the existing septic system is functioning properly. However, City policy requires a property to annex in order to connect to the City sewer system. Sewer is provided at each property owner’s expense, the City does not extend sewer trunk lines into neighborhoods unless property owners fund it.

WHAT HAPPENS TO ACTIVITIES PERMITTED BY THE COUNTY BUT NOT BY THE CITY?

The questions most frequently asked are whether owners of annexing properties may continue activities that are legal in the County but may not be permitted in the City. Such uses are termed “legal non-conforming” and may continue after annexation, even if the property is sold, provided the use is not abandoned or discontinued for a period of six months or more. Non-conforming rights only involve permitted activities occurring on the property at the time of annexation and do not include activities that may be permitted in the County but never exercised. Also, illegal activities occurring in the County are not legitimized by annexation. Written confirmation from the County, including County obtained building permits if applicable, regarding the legality of all uses occurring on the property prior to annexation must be obtained by the property owner and kept on file with the property with copies provided to the City.

WHAT WILL BE THE STATUS OF MY ANIMALS AFTER ANNEXATION?

The City's policy of legal non-conforming uses described above also applies to animals. Similar replacements may be kept indefinitely (i.e. if one horse is on the property, that horse, or another horse may replace the original horse). However, different types of animals may NOT be used in replacement (i.e. a cow may not replace a horse). If the owner sells the property, the buyer may bring animals of the same type and number onto the property as long as a reasonable amount of time does not elapse or the furnishings (corrals, pens, etc.) are not removed. The City's ordinance pertaining to non-conforming uses considers six (6) months reasonable time to replace one animal with another of the same category. As with all non-conforming uses, written confirmation from the San Diego County Planning Department must be obtained as well as information describing the exact number and types of animals existing on the property prior to annexation. This information should be provided to the City as well as kept with the property owner's records.

The attached form indicates your consent or opposition to annex to the City of Escondido. Please fill in the appropriate information, sign your name and mail the form back to the Escondido Planning Division in the enclosed stamped envelope. Consenting to annex will commit you to paying the City \$_____ in annexation fees and \$_____ to finance (list specific improvements), which will be collected at a later date once LAFCO staff reviews the responses and determines if an appropriate annexation boundary can be formed. **If the City does not receive a response from you by (enter date two weeks from date letter mailed), it will be understood that you are not interested in annexing to Escondido.** If you have questions please contact Robert Barry at LAFCO at (619) 531-5400 or (insert name of project planner) at the City of Escondido at (760) 839-4671.

Sincerely,

Enclosures

CC: LAFCO STAFF, 1600 Pacific Highway, Room 452, San Diego, CA 92101
CITY PLANNING DIVISION, 201 N. Broadway, Escondido, CA 92025

(Insert Name of Area) Annexation Survey

Please place an "X" in front of the appropriate response and mail this page back to the Planning Division in the stamped enveloped provided.

_____ The undersigned owner(s) of property hereby give consent to their property being included in a proposed annexation to the City of Escondido.

_____ The undersigned owner(s) of property are not interested in annexing to the City of Escondido.

Signature Date Signed

Address (please print)

Name (please print)

Assessor Parcel Number(s)

Signature Date Signed

Phone Number

Name (please print)

ATTACHMENT B ESTIMATED FEES FOR ANNEXATION

The following is a listing of fees that are commonly associated with annexation. Other fees may also be included depending on circumstances regarding the annexation. This worksheet will be completed by Planning staff with the applicant as part of the preliminary annexation process. A complete listing of application fees for annexation and other planning applications are identified in the Planning Division Fee Schedule, available upon request at the Planning Counter. Please submit check payable to the "City of Escondido."

A.	City Processing Fees	Amount
1.	Environmental Review	
	a. Initial Study; or	_____
	b. Environmental Impact Report	_____
2.	Rezoning	_____
3.	Annexation Processing	
	a. Standard Application Fee	_____
	b. County Health Order Fee	_____
	c. Annexation Impact Fee (per existing single family unit)	_____
B.	LAFCO Processing Fees*	_____
1.	Other LAFCO Fees	_____
C.	State Board of Equalization*	_____
D.	Other Fees	
1.	_____	_____
	Subtotal	_____
	TOTAL	_____

*LAFCO fees are estimates and are subject to change. A copy of the LAFCO and State Board of Equalization fee schedule can be found at <http://www.sdlafco.com/>.