

**CITY OF GONZALES**  
**REQUEST FOR ANNEXATION APPROVAL**  
**Submittal Information Package**

Attached is the Development Application Package for the submission of an application to the Planning Department requesting annexation of property to the City of Gonzales.

The following documents are enclosed as part of the submittal package:

- Annexation Approval Submittal Information Sheet (This document)
- Standard Development Application (4 Sheets)
- Application Package Check List
- Environmental Assessment Questionnaire
- Development Application Fee Worksheet
- Administrative Process for Deposit Accounts

In addition, the following information is provided to assist you in filing the application package and guide you through the approval process.

1. **WHEN APPLICATION REQUIRED.** Property within the City limits of Gonzales is subject to the laws and regulations of the City. Areas outside of the City limits are within the unincorporated area of Monterey County, and are subject to the regulations of the County. When a property owner wishes to place his/her property within the City of Gonzales, the transfer must be approved by the City of Gonzales, the Monterey County Local Agency Formation Committee, and the Justice Department of the Federal Government. The City of Gonzales is the lead agency in such a request, and all applications for annexation to Gonzales are submitted to the City.
  
2. **APPLICATION PROCESS.** Both the Planning Commission and the City Council hear applications for annexation. A brief summary of the application process is as follows:
  - a. Preapplication meeting(s) to review development proposal on an informal basis with staff to work out details early in process and to help insure a complete submittal.
  - b. Formal submittal of application package with plans and filing fees.
  - c. Review of project and environmental assessment questionnaire with staff Project Review Committee. Usually occurs within two (2) weeks of submittal of completed application.
  - d. If project not subject to further environmental review, Committee either determines that submittal is complete and makes recommendation for approval, or determines what information is deficient or needs clarification. A written determination of this action is provided to the applicants.

- e. If project subject to further environmental review, Planning Department staff prepares or requires preparation of required environmental documentation.
- f. Once the City determines that the application package is complete, all required documentation is submitted, and the environmental documentation is approved, Planning Department staff will set the matter for public hearing before the Planning Commission. Once the Planning Commission reviews the application, it will forward the matter to the City Council with a specific recommendation.
- g. The City Council hears the matter at public hearing. Usually it will make a decision at that hearing and adopts a resolution documenting its approval.
- h. Once the City Council takes a final action, the matter is forwarded to the to the Monterey County Local Agency Formation Commission (LAFCO) for review and action at a public hearing. This process takes approximately 45 days to complete.
- i. After LAFCO completes its hearing process and approves the request, the City forwards the matter to the Department of Justice of the Federal Government for review. This process takes approximately 45 days to complete.
- j. Upon receipt of the determination by the Federal Government, the Council's resolution and all other required documentation is again forwarded to LAFCO to complete the annexation.
- k. Once the Local Agency Formation Commission completes its administrative process and all required documents are filed, the annexation is considered complete and the property is shown as being within the City limits. The total approval process takes a minimum of 6 months to complete.

**3. PREAPPLICATION REVIEW.** You may request a preapplication review of your project by staff of the Planning, Public Works, Building, Engineering, and Fire Departments. Depending upon the complexity of the project, this process can take from one to three weeks but can save time later by resolving issues in the review process. One pre-application meeting can be requested without fee. Any staff time beyond two (2) hours for preapplication review requires the submittal of an application and payment of fees.

**4. APPLICATION.** The submittal requirements for an annexation are set forth in the attached Annexation Application Checklist. Please submit each of the items listed. If any of these required items is not submitted, your application cannot be determined to be complete. Incomplete applications are often the main cause of delays in processing any application. Call the Planning Department if you have any questions. Staff will review the application for completeness. State law requires that a determination be made on the completeness of an application within 30 days of submittal. You will be notified by mail of the status of your application.

**5. DEVELOPMENT APPLICATION FEES.** Development application fees are specified by the City Council and must be submitted with the application package. Development application fees are placed in a deposit account upon received. All costs to process that application are then paid from that deposit account. If, during the processing of that application it is determined that there will be insufficient funds to cover the total cost, the applicant will be required to place additional funds in that account before the processing can

continue. A complete description of this fee process is contained in a separate handout that is available upon request.

6. **JOINT APPLICATIONS.** In many cases, two or more development applications may be required for a specific project. While separate fees are assessed for each development application and the fees placed in the same deposit account, it is noted that certain economies of scale take place in joint application processing. Therefore, staff will insure that the applicant is not charged two or more times for the same work.

7. **ENVIRONMENTAL REVIEW.** All development applications are subject to the Environmental Review process, as required by the California Environmental Quality Act (CEQA). Annexation of land is not normally an exempt project. Therefore, additional environmental review and documentation will normally be required before the application process can be continued. If additional environmental review is required, you will be notified in writing. Additional forms and fees will be required.

8. **SCHEDULING.** When it has been determined that a complete application has been submitted and the Negative Declaration or other environmental assessment as required is completed, the Planning Director will schedule the matter for the next available Planning Commission meeting.

9. **PLANNING COMMISSION MEETING.** Prior to the Planning Commission meeting, staff will prepare a written staff report and recommendation for the Planning Commission. The applicant will receive a copy of the written staff report and the Planning Commission agenda prior to the public hearing. At the public hearing, the Planning Commission will hear all appropriate testimony, and will normally make a recommendation at that hearing and forward the application to the City Council for final action.

10. **CITY COUNCIL MEETING.** Prior to the City Council meeting, staff will prepare another written staff report and recommendation for the Council incorporating the recommendation and findings of the Planning Commission. The applicant will receive a copy of the written staff report and the City Council agenda prior to the public hearing. At the public hearing, the City Council will hear all appropriate testimony, and will normally make a final decision at that hearing.

11. **APPEALS.** There is no appeal from the decision of the City Council.

12. **OTHER PERMITS.** A rezoning (Pre-zoning) application for the property being annexed should be submitted at the same time as the annexation application is submitted.

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For further information, please contact the City of Gonzales Planning Department at 147 Fourth Street, P.O. Box 647, Gonzales, CA 93926, or call (831) 675-4203.