



PALMDALE  
*a place to call home*

**APPLICATION FOR ANNEXATION**

Planning Division  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

Annexation No.: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_  
Print Name

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting to be annexed by the City of Palmdale. **CONTACT THE PLANNING DIVISION REGARDING REQUIRED ITEMS AND FEES. ALL ITEMS ARE SUBJECT TO CHANGE.**

The applicant must complete the attached from as prescribed and submit the following information before the application can be accepted by the Planning Division.

ANNEXATION SUBMITTAL CHECKLIST

- \_\_\_\_\_ The completed Application
- \_\_\_\_\_ A copy of the Development Advisory Board (DAB) letter (if applicable)
- \_\_\_\_\_ One hardcopy of signed Owner Authorization Letter
- \_\_\_\_\_ One hardcopy and one electronic copy of the legal description of the property
- \_\_\_\_\_ Two copies of the annexation boundary maps (**see attached requirements**)
- \_\_\_\_\_ One copy of a list of all Assessor's Parcel Numbers affected by the annexation
- \_\_\_\_\_ One copy of a radius map (**see attached requirements**)
- \_\_\_\_\_ Two sets of property owner (including APN) and occupant mailing labels (self-sticking) for all properties within the subject annexation area (**see attached requirements**)
- \_\_\_\_\_ Two sets of property owner (including APN) and occupant mailing labels (self-sticking) for all properties within 500 / 700 / 1,000 feet of the annexation area (**see attached requirements**)
- \_\_\_\_\_ One copy of both mailing lists in tabular form containing all the information on the above labels (**see attached requirements**)
- \_\_\_\_\_ The original Mailing Label Certification

- \_\_\_\_\_ The original Public Hearing Sign Removal Authorization
- \_\_\_\_\_ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, creeks, railroads and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” x 11” paper. **Note: Thomas Guide maps are not acceptable.**
- \_\_\_\_\_ One electronic copy and two hard copies of the appropriate Environmental document (i.e., Initial Study, Supplemental or Subsequent Environmental document, or Addendum)
- \_\_\_\_\_ Complete Fire Department Transmittal Letter (attached). Once case number is supplied, submit this form to project’s online submittal with the Los Angeles County Fire Department through the EPIC-LA permitting system.

FEE CALCULATIONS\*

	Base Fee: \$ <u>4,144.00</u>
	LAFCO Fees: _____
	*LAFCO Postage Fee: _____
	State Board of Equalization Fees: _____
	Environmental Review Fee: <u>2,000.00</u>
_____ @ \$1.65 / label x 2:	_____
# of labels	
	Public Hearing Notice: _____
	TOTAL FEE RECEIVED: _____

\*LAFCO postage fees are calculated using the current postage fees for a 1 oz. letter based on two sets of mailing labels (one with and one without the 300’ radius).

If you have any questions regarding this application packet, required materials, or fees, please call the Planning Division at (661) 267-5200.

**APPLICATION FOR ANNEXATION**

Pre-Application Number: \_\_\_\_\_ Annexation Number: \_\_\_\_\_

Request to annex \_\_\_\_\_ acres/square miles to the City of Palmdale.

**PROJECT LOCATION:**

North/South Boundaries

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name or Alignment)

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name or Alignment)

East/West Boundaries

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name or Alignment)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name or Alignment)

Thomas Guide Page: \_\_\_\_\_ Coordinates: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

List all related applications being filed with this project:

\_\_\_\_\_

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**APPLICANT:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**OWNER:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

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

Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Please include in mailing list all other persons to be notified regarding this application.

The City of Palmdale requires accurate information on the following subjects in order to process an annexation. Please answer the following questions, and when necessary, give the source of the information.

Describe any physical features of the subject area not included on the Land Use Map.

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What major highways and streets serve the area?

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What is the estimated population of the area? \_\_\_\_\_

How many registered voters reside in the area? \_\_\_\_\_

Source and date of information: \_\_\_\_\_

Number and type of dwelling units: \_\_\_\_\_

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What is the City's General Plan Land Use and Pre-Zone designation for the area?

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If this proposal will result in development of the property, describe the type of development proposed (type of business or industry, single- or multi-family residential, etc.; number of units or facilities): \_\_\_\_\_

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Attach a document describing the services to be extended to the subject area, the range and level of those services, when the services can be extended to the area, and how the services will be financed. Include any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions which would be imposed or required by the local agency within the subject area if this proposal is completed. Specifically address the following services\*:

1. Sewer	6. Gas	12. Solid Waste Disposal
2. Water	7. Parks & Recreation	13. Flood Control
3. Police	8. Library	14. Special Assessment Districts
4. Fire	9. Electricity	15. Street Lighting
5. Phone	10. Animal Control	
6. Schools	11. Road Maintenance	

\*The City may require the preparation of a Master Infrastructure Plan and Fiscal Impact Report to determine the appropriateness of the expansion of the City.

List the division, acquisition, improvement, disposition, sale or transfer of any property, real or personal, belonging to a city or district that is involved in this proposal:

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To what extent will residents or landowners within the subject area be liable or remain liable for any existing indebtedness of the city or district to or from which annexation or detachment is proposed?

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What services and/or costs to residents or landowners in the area would be reduced or eliminated as a result of this proposal?

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List any terms or conditions requested as part of this proposal:

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List names and addresses of any persons, organization, or agencies known to you who may be opposed to this proposal:

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ANY OTHER COMMENT YOU MAY WISH TO MAKE:

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## **SUPPLEMENTAL INSTRUCTIONS FOR ANNEXATION SUBMITTAL CHECKLIST**

### **TITLE BLOCKS:**

Title Blocks for both the annexation boundary map and legal description shall contain the following:

- Affected Agency(s)
- Agency or firm responsible for the preparation of the map and legal description, along with a certified seal of either a licensed land surveyor or registered civil engineer shown on the map and the legal description
- General location
- Date of preparation or subsequent revision
- Designation of the proposal as determined by LAFCO

### **LEGAL DESCRIPTION:**

1. Legal description shall be prepared in accordance with State Board of Equalization requirements. BOE standards are available through LAFCO's website at [www.lalafco.org](http://www.lalafco.org) under "forms". The legal description shall be double-spaced and must bear the designation of the proposal (e.g., "Annexation No. 1" to the City of Palmdale).  
NOTE: CALL LAFCO OFFICE FOR PROPOSAL DESIGNATION AT (818) 254-2454.
2. Every written geographic description must be self-sufficient within itself and without the necessity of reference to any extraneous document. The written geographic description shall be a document separate from any maps. The polygon traverse of the written description must be within acceptable limits for error of closure.
3. The use of secondary references in the written description is cause for rejection. The cartographic staff must be able to plot the boundaries from the written descriptions.
4. The point of beginning of the geographic description shall be clearly shown on the map and referenced to a known geographic position. It is recommended that the known point be described by the California State Plane Coordinate System, 1983 datum. It is preferred that this point be either the point of beginning or the point of departure from and the point of return to an existing district boundary. Effective January 1, 2000, every description shall contain a minimum of one GPS point that is referenced to the California State Plane Coordinate System.
5. When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. Points of departure from the existing boundary must be clearly established.
6. A specific parcel description in sectionalized land (e.g., the SW ¼ of Section 22, T1N, R1W) is permissible without a metes and bounds description of the perimeter boundary.
7. A parcel description making referenced only to a subdivision or a lot within a subdivision is not acceptable unless accompanied by a copy of the recorded subdivision map.

8. State the acreage for each separate single area and the combined total acreage of subject territory. Acreage shall be rounded off to the nearest whole acre.

**ANNEXATION BOUNDARY MAP:**

Maps shall be prepared in accordance with State Board of Equalization standards, which are available on LAFCO's website under "forms". Effective July 1, 1995, maps filed with the State Board of Equalization may be submitted electronic / digital form. Please contact SBE Tax Area Service at 450 N Street, MIC: 59, P.O. Box 942879, Sacramento, CA 94279-0059 or by fax at (916) 327-4251 for a copy of the requirements.

1. All maps must be professionally drawn or copied. Rough sketches or pictorial drawings will be rejected.
2. The map must clearly indicate all existing streets, roads, and highways within and adjacent to the subject territory, together with the current names of these thoroughfares. Other pertinent physical features should be included.
3. The map must bear a scale and north point. Every map shall be of a sufficient size to plot the boundary without difficulty. Every map shall be of a scale common to the industry. All lettering and numbers on the map must be legible.
4. The point of beginning of the legal description, the designation of the proposal, and the name of the affected agency must be shown on the map.
5. All dimensions needed to plot the boundaries must be given on the map of the subject territory. The relationship of the subject territory to street rights-of-way and street centerlines must be clearly indicated.
6. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
7. Maps of the subject territory shall be drawn to these standard minimum scales: (For a multiple-area filing, the size of each single area should govern the map scale.)

<b>ACREAGE WITHIN PROJECT AREA</b>	<b>MINIMUM SCALES MAP SCALES</b>
1-40 acres	1" = 100'
41-200 acres	1" = 200'
201-1,000 acres	1" = 400' or 1" = 800'
Over 1,000 acres	1" = 800' or 1" = 1,200'

8. If any segment of the boundary is shorter than 1/40 of the map scale (i.e., 10 feet on a 1"= 400' scale map) that segment should be shown enlarged in a marginal sketch.
9. When the boundary of the subject territory is of a complex nature, an index table listing the various courses with the bearings and distances shall be shown on the map.

10. When it is necessary to use more than one map sheet to show the boundaries of the subject territory, the sheet size shall be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets shall be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines.
11. If the subject territory has interior islands of exclusion or the boundary has a peninsula of exclusion (or inclusion) that areas(s) shall be shown enlarged in a marginal sketch. This sketch shall be of a sufficient size and scale to plot the boundary without difficulty. The parcels in the sketch that touch the boundary shall be clearly labeled with the assessor parcel numbers.
12. All parcels within the subject territory that touch the new boundary must be clearly labeled with the assessor's parcel number. It is recommended that assessor parcel maps with the subject territory delineated in red accompany the filing as supporting documentation.
13. The use of assessor parcel maps and copies of Board of Equalization maps shall be in addition to and shall not be a substitute for the required project map.

**RADIUS MAP (maximum size of 17" x 22"):**

1. Obtain the County Assessor's parcel maps covering the annexation area and all properties within 300 feet (available at the County Assessor's office).
2. Outline the annexation area on the Assessor's map in red and draw a 300' radius around the annexation boundary.
3. If the number of parcels is not excessive, indicate the Assessor's Parcel Number (APN) of every parcel within the annexation area on the map. List the APN on the mailing label (see below). If impractical to list APNs on the map, cross-reference to the tabular mailing list.
4. Show existing land uses within the annexation area and for properties within the 300' radius.

**MAILING LABELS:** Refer to the latest available County Assessment roll and provide on set of self-sticking address labels (2-5/8" x 1") indicating the cross-referenced number from the radius map, Assessor's Parcel Number (APN), name and address for each parcel for both the owner and occupant (address to "Occupant") whose property is wholly or partially included within the annexation area, including apartment complexes and mobile home parks. Include mailing labels for the applicant and the applicant's engineer or representative. If the applicant has not provided all property mailing labels for legal public notice, the City Council and/or LAFCO may continue the public hearing in order to provide such notice.

**VICINITY MAP:** On 8½" x 11" exhibit, show area to be annexed, adjoining subdivisions, creeks, railroads, major cross streets, and other data sufficient to locate the proposed annexation in relationship to the surrounding community.



**CITY OF PALMDALE  
PLANNING DIVISION  
MAILING LABEL CERTIFICATION**

ANNEXATION NUMBER: \_\_\_\_\_

I certify under the penalty of perjury that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 300 feet of the boundary of the subject property.

**PLEASE PRINT REQUESTED INFORMATION.**

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

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEAVE THIS AREA BLANK**

Applicant's Name Address City, State, Zip Code		THIS FORM <u>MUST</u> BE USED TO CREATE MAILING LABELS. Use the following format:
Owner's Name Address City, State, Zip Code		Assessor's Parcel No. Name Address City, State, Zip Code
Representative / Engineer Name Address City, State, Zip Code		

**CITY OF PALMDALE PLANNING DIVISION**  
**PROCEDURES FOR PROJECT SITE SIGN POSTING**

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

**CASES REQUIRING SITE PLAN POSTING:**

- Annexations
- Appeals
- Amendments, Revisions or Extensions of Time
- Conditional Use Permits
- General Plan Amendments
- Prezone Changes
- Site Plan Reviews
- Specific Plans
- Subdivisions
- Tentative Maps
- Variances
- Zone Changes


**SIGN SPECIFICATIONS:**

1. SIZE: Dimensions shall be four feet by eight feet (see Figure 1).
2. HEIGHT: Sign shall be six feet in height (see Figure 1).
3. MATERIALS: ½ inch plywood (minimum). Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two feet with 2" x 4" cross supports as shown in the diagram (see Figure 1).
4. LOCATION: A minimum of feet inside the property line in residential zones, and a minimum of one foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. COLOR: Orange background with black lettering (see Figure 2).
6. LETTERING: Shall be block style.
7. LIGHTING: Shall **NOT** be illuminated.
8. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.

**SIGN SCHEDULE:**

1. Sign shall be posted a minimum of 10 days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.
2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of 11 days prior to the hearing.
3. Sign shall be removed within 14 days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.

Figure 1

	Project
	Hearing Date & Time
	Council Chamber 38300 Sierra Highway, Suite B Palmdale, CA 93550
	Request
	Application Number


  
PALMDALE  
Planning Division  
For more information  
661/267-5200  
cityofpalmdale.org

Figure 2

**CITY OF PALMDALE PLANNING DIVISION**  
**PUBLIC HEARING SIGN REMOVAL AUTHORIZATION**

Case Number(s): \_\_\_\_\_

\*\*\*\*\*

Assessor's Parcel Number(s): \_\_\_\_\_

Location (address if available): \_\_\_\_\_

Approximately \_\_\_\_\_ Feet N or S of \_\_\_\_\_  
(Circle) (Street Name)

Approximately \_\_\_\_\_ Feet E or W of \_\_\_\_\_  
(Circle) (Street Name)

\*\*\*\*\*

**By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).**

Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_





# CITY OF PALMDALE

## Planning Division

### FIRE DEPARTMENT TRANSMITTAL LETTER

This form will serve as the cover sheet for this project’s online submittal to the Los Angeles County Fire Department through the EPIC-LA permitting system. It is essential that this project be submitted to EPIC-LA **as soon as possible** after it is assigned to a case number, so that the review process is not delayed. **Development Advisory Board comments or Conditions of Approval may be postponed if the project is not submitted in a timely manner.**

**Applicant’s Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Project Location (address or vicinity):** \_\_\_\_\_

**Assessor’s Parcel Number(s) (APN):** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The instructions below outline how to submit a project to EPIC-LA. If you have questions or encounter issues during the submittal process, please reach out to Wally Collins at Wally.Collins@fire.lacounty.gov or (323) 890-4243.

1. Go to epical.lacounty.gov.
2. Click “Login or Register”. If you already have an account with EPIC-LA, sign in now. If you do not, please register for a new account.
3. Click “Apply”. Then, select the permit type that matches the EPIC-LA Designation listed below.
4. Follow the prompts to enter information related to your project. When you reach the Attachments screen, be sure to **upload this worksheet as a “City Transmittal Letter”**.
5. Email a copy of your invoice or receipt to your case planner to let them know that the item has been submitted.

#### ***City Use Only***

**Case Number:** \_\_\_\_\_

**Case Planner:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**EPIC-LA Designation:** Fire – Land Development – City Requests –

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> One Stop Counseling    | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan Review    | <input type="checkbox"/> Zone Change          |
| <input type="checkbox"/> Tentative Tract Map    | <input type="checkbox"/> Other _____         |   |