



**LOCAL AGENCY FORMATION COMMISSION**  
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## **APPENDIX C**

### ***FEE SCHEDULE***

**Adopted April 24, 2019**

Fees will be charged for all Commission proceedings and actions at LAFCO's actual costs. Billing will be based on hourly rates, which include the appropriate overhead costs. The applicant is also responsible for payment of any fees due to any other governmental agency. These fees will be billed at the appropriate times (refer to Page 3 of this Schedule) and prior to final recordation of the Certificate of Completion.

All actions are subject to the initial deposits listed below and the parameters specified in Page 3 of this Schedule. A deposit of at least one-half of the amount listed below is required for the initiation of any application. To continue the processing of the application, the applicant will be billed for the second half of the deposit when the final application requirements are due. A proposal with multiple actions requires a deposit for each action. Any additional expenses incurred by the Commission, in excess of the deposited amount, will be billed to and paid by the applicant before completion of the LAFCO proceedings, including final recordation and filings.

If a proposal is abandoned or terminated for any reason (e.g., due to failure of a successful property tax agreement), the applicant will be refunded the deposit amount less agency costs up to that termination point.

<b>Process</b>	<b>Deposit Toward Cost</b>
<b>Boundary Changes</b>	<b>\$5,000</b>
City Reorganization	
District Reorganization	
City Annexation Only	
City Detachment Only	
District Annexation Only	
District Detachment Only	
<b>District Formation, Consolidation, Dissolution</b>	<b>\$5,000</b>
Formation of a County Service Area (CSA)	
Formation of a Community Services District (CSD)	
Formation of a Special District	
District Consolidation/Merger	
Dissolution of Landowner District	
Dissolution of Registered Voter District	
<b>Incorporation or Dissolution of a City</b>	<b>\$10,000</b>

<b>Process</b>	<b>Deposit Toward Cost</b>
<b>Special Studies</b>	
Amend City Sphere of Influence	<b>\$2,000</b>
Revise City Sphere of Influence (in-house preparation)	<b>\$4,000</b>
Amend District Sphere of Influence	<b>\$1,000</b>
Revise District Sphere of Influence	<b>\$2,000</b>
Prepare Municipal Service Review plus actual cost of any consultant	<b>\$2,000</b>
Update Municipal Service Review	<b>\$1,000</b>
<b>Environmental Review</b>	
Categorical Exemption	<b>\$ 200</b>
Initial Study and Negative Declaration (LAFCO as Lead Agency)	<b>\$2,000</b>
Initial Study and Environmental Impact Report plus actual cost of any consultant (LAFCO as Lead Agency)	<b>\$3,000</b>
<b>Other Fees</b>	
Activation of Latent District Powers or Expansion of District Powers	<b>\$2,000</b>
De Minimis Fee	<b>\$ 300</b>
Fee Waiver Request	<b>\$ 300</b>
Out-of-Agency Services Agreement – Review & Process	<b>\$1,500</b>
Request for Fiscal Analysis or Other Studies	<b>\$2,500</b>
Request for Reconsideration	<b>\$1,000</b>
Request for Time Extension	<b>\$ 300</b>
Study Session Request	<b>\$2,500</b>
Special LAFCO Meetings or Hearings	<b>Actual Cost</b>
Pre-Application Review	<b>Limited to two (2) hours of staff time, then actual cost</b>

<b>Miscellaneous Fees</b>	<b>Actual Cost</b>
Paper Copying Fee	\$0.15 per page
Copies of LAFCO Documents on CD	\$10 per CD
Processing request for the State Controller's review of an incorporation fiscal analysis	\$1,500
Annual Agenda Mailing List Fee	\$25
Executive Officer's Report (monthly mailings for 12 months)	\$100

### **LAFCO Hourly Rates (effective July 1, 2019)**

Executive Officer	\$150.32/hour
Assistant EO	\$ 73.36/hour
Assistant Policy Analyst	\$43.54/hour
Legal Counsel	Actual Cost

**Please Note:**

Applicants should submit, at the very least, half of the deposit at the time of project initiation. The second half of the deposit will be required at completion of the AB-8 (property tax exchange) process. LAFCO staff will undertake an accounting of the cost of the application every June 30<sup>th</sup> and December 31<sup>st</sup> so long as the project's Certificate of Completion has not been filed. The applicant will receive copies of this accounting detailing all expenses accrued at the time and all offsetting credits. The applicant is expected to pay any outstanding balance before the project can be processed further. One final accounting will occur shortly before the filing of the Certificate of Completion.

The Executive Officer may stop work on any proposal until the applicant submits a requested payment. Excess funds shall be refunded to the applicant as appropriate.

Applicants are responsible for all mailings and correspondence costs associated with their petitions. Applicants are also responsible for any other extraordinary administrative costs, as determined by the Executive Officer, and these will be detailed for the applicant in a written statement.

**County and State Fees and Other Charges**

Additional fees apply to nearly all LAFCO applications. In addition to the specified above, other charges that will be incurred during the LAFCO process include fees for the County Recorder's Office, County Surveyor's Office and the State Board of Equalization. Fees to the State Controller's Office, the Department of Fish and Game and other governmental entities may also apply. If applicable, these will be billed in accordance to their respective fee schedules.

If a proceeding is not listed above, it will be subject to an initial deposit as estimated by the Executive Officer. The applicant is still responsible for payment of the actual costs that are incurred as a result of processing a proposal that is not covered in the Commission's fee schedule.

If the processing of an application requires that LAFCO contract with another agency, a private firm or an individual for services that are beyond the normal scope of LAFCO staff work (e.g., drafting an environmental impact report or a comprehensive fiscal analysis), the applicant shall be responsible for all costs associated with that contract. The applicant will provide LAFCO with a deposit sufficient to cover the cost of the contract.

**De Minimis Fee**

To qualify for a de minimis fee, an application must comply with Section 2.2.2 of the LAFCO Policies and Guidelines and meet the following criteria:

- a) As determined by the County Assessor, the assessed value of the land(s) being exchanged in the proposal is less than 10% of the assessed value of the respective original parcel(s) and the total assessed value of the lands exchanged is less than 10% of the total assessed value of the subject area;
- b) The proposed land use, current or future, for the subject territory affected by the change of organization/reorganization is consistent or comparable with the current general land use plans of the annexing agency; and

- c) As determined by the LAFCO Executive Officer, there will be no significant changes in the types of services or levels of service(s) provided to the subject territory as part of the change of organization/reorganization.

If, during the initial consultation the Executive Officer determines an application may meet these criteria, an applicant would only be required to pay the de minimis fee in lieu of an initial deposit. If the application is determined that it meets these criteria, staff will present a request to be charged the de minimis fee to the Commission for its approval and the applicant is not responsible for any additional LAFCO fee. If, however, the application does not meet the criteria above or the Commission denies the de minimis fee request, then the applicant is responsible for the payment of all applicable LAFCO fees.

### **Fee Waiver**

Pursuant to Government Code §56383(d), the Commission may waive fees, partially or in total, on finding that payment of said fees is detrimental to the public interest. The request for waiver must be in written form and provide an explanation for the request by the proponents. Staff will present the request to the Commission, along with a staff recommendation and analysis, for its waiver determination.