



## ***SERVICE PLAN***

### ***APPLICANT GUIDELINES***

#### **Introduction**

The intent of a Service Plan (SP) is to describe in detail how a proposed project will be implemented if approved. LAFCO depends on applicants and service providers to document the ability to provide service for areas proposed for annexation. A SP takes into account the services, capacity, cost and adequacy of services within the district or City and how those services would be affected by the proposed LAFCO action. **No application shall be deemed complete until a Service Plan is received and accepted as complete by the Executive Officer.**

Frequently, a service district will provide applicants with a Facility Improvement Letter, or some other written documentation verifying the ability to provide service. This information can be very useful in supplementing the Service Plan; however, it is not meant to replace the SP. Additional information may need to be obtained from the service provider by the applicant in order to complete a SP.

#### **Objective**

The Service Plan is the applicant's opportunity to describe and explain the services they want, how and when the services will be needed and provided, how much the services will cost and how those costs will be paid. In addition, the SP is the applicant's opportunity to demonstrate the anticipated benefits of extending service (inside and outside the proposal area). The information in the applicant's SP submittal is reviewed by LAFCO staff. Frequently, staff formulates additional questions or seeks clarification about the information contained in the SP. The Service Plan is then reviewed and verified by the relevant service provider agencies. The SP becomes part of the basis for the staff report and recommendations on the project.

#### **EACH SERVICE PLAN MUST PROVIDE THE FOLLOWING:**

##### **Section 1: Enumeration of Services**

Applicants must provide a **list of services** that are needed and will be extended to the proposal area, and a list of services that are already in place. This includes a description of the size, location and capacity of **existing facilities and infrastructure** that will be used to provide desired services to the proposal area. For example:

- Water service would include such things as existing water distribution lines, transmission lines, storage tanks and water rights (already secured or otherwise) to serve the proposal area.

- Waste water service would include existing distribution lines, waste water treatment ponds, pump stations and all other infrastructure designed to transport and/or treat waste water.
- Fire and Emergency services would identify existing fire stations, engines, personnel and equipment already available for those services.
- Parks and recreation would include a description of existing parks and community centers for annexations to agencies providing those services.

The Service Plan should explain in general terms how the proposal services tie into the agency's master plans, capital improvement plans and the overall district operations. In order for the Commission to make an informed decision on this proposal, it needs to understand everything that is built or has to be built to provide needed services. Detailed engineering specs are not required, but a general description of engineering plans could be helpful.

## **Section 2: Service Units and Capacity**

The **number of service units** and a **capacity analysis** are a requirement of the Service Plan. The units of service will vary, depending on the service provided. For water services, units would include the number of meters and/or equivalent dwelling units (EDUs). Waste water service is difficult to quantify, however, an estimate can be based on intended use of the site and the projected number of people in the proposed area. Units of service for structural fire protection service include number of buildings/homes; service units for park and recreation would include population or projected future population.

The number of service units should be calculated for both the new service to be added or extended as a result of the proposal and also for the number of total service units currently provided (allocated) by the agency within its existing boundaries or service area.

**The capacity analysis also quantifies the number of service units of those entitled to receive service but not currently receiving service (eligible but not allocated).**

LAFCO policies require a statement from the annexing agency disclosing the agencies disposition regarding responsibility to reserve capacity for unserved property within agency boundaries and the agency's estimates of unserved property within its current boundaries. For example, EID does not provide water service or wastewater service to many parcels within its boundaries. Landowners of these parcels are eligible to receive service from EID. The Service Plan should include information to help quantify the

potential demand from properties already entitled to receive service but who are not currently receiving service.

## **Section 3: Proposed Service Infrastructure**

Applicants should also describe and provide plans for **proposed infrastructure and facilities** that will bring services to the proposal area, including their responsibilities and the actions to be taken by others. For example:

- For water service this would include:
  - 1) new on-site water distribution lines, connections, etc.
  - 2) any new transmission lines or improvements, storage tanks or other such facilities to be constructed by the applicant or others in order to provide needed service, and
  - 3) water supply or water rights from which service will be provided.
- Waste water service would include pump stations, treatment ponds, distribution lines and all other infrastructure designed to transport and/or treat waste water.
- For fire and emergency services, proposed infrastructure would include such things as new fire stations or expansions, new engines, personnel and equipment that would have to be added in order to serve the parcel without adversely affecting to those already receiving service.
- For park and recreation services, new parks, trails and related facilities would be listed.

**In every case, the Service Plan must clearly explain what services are planned, how the services will be provided and what steps need to be taken by the applicant and others for the planned services to become a reality. This section of the Service Plan is the applicant's opportunity to "connect the dots" and to show that the desired annexation is not difficult to serve, that it is logical, and how it will be beneficial to current and future citizens of the annexing agency and/or the County.**

#### **Section 4: Conditions of Service**

In many cases, agencies impose conditions on applicants, either directly or as part of their land use entitlement conditions. LAFCO policies require that these **conditions of service** be included in the Service Plan. Applicants should list or summarize these requirements and provide copies of supporting materials to LAFCO with their Service Plan. Typically, applicants submit pre-annexation agreements, development approval conditions, their application for service, annexation/facility/impact charges, facility improvement requirements, fire flow requirements, on and off site construction requirements, easements required, dedications of land, etc.

Upon receiving the SP from the applicant, LAFCO requests all service provider agencies to review the document, validate the information and provide a written **service assurance** confirming their ability to provide the needed service in the timeframe requested.

**Section 5: Other Useful Material**

**Other useful material** to support an applicant's Service Plan includes any relevant material prepared by district staff for their Board of Directors. For example, staff reports from EID will include a cost-benefit analysis and are very helpful in supporting the Service Plan. Maps showing lines, connection points, reducing valves, pump stations, lift stations, points of contact to transmission lines, location of all related infrastructure are very helpful to LAFCO staff.