

**Placer County
Department of Facility Services
Environmental Engineering Division**

ANNEXATION PROCEDURES

STEP 1: DISCUSS WITH STAFF - Discuss the feasibility of annexation with personnel of the Engineering and Surveying Department. If improvement plans are required, the parcel will need to be annexed into the applicable sewer district prior to approval of the improvement plans.

STEP 2: SUBMIT APPLICATION – The following items are required to be submitted to:

Department of Engineering and Surveying
3091 County Center Drive
Auburn, CA 95603.

- A. A letter requesting annexation into the applicable sewer district or County Service Area. The letter should give a project description and include the reason for the annexation request. If an environmental certification is required, please indicate the project's CEQA status and the appropriate hearing body making the determination.
- B. Submit a legal metes and bounds description and a map of the property. Both exhibits must be 8 ½" by 11", signed and stamped by a land surveyor and appropriate for recording with the Recorder's Office.
- C. Submit a vicinity map showing the major roads in the area and the location of the parcel(s). This exhibit must be 8 ½" by 11".
- D. An application processing fee payable to Placer County (currently \$500) is required to be submitted with the application.

STEP 3: COUNTY PROCESSING - The property description and map will be checked by Surveying and Mapping, and upon technical approval, the annexation package will be presented by Facility Services/Environmental Engineering Division to the Placer County Board of Supervisors. Typically, one resubmittal will be required from the surveyor. Once the legal exhibits have been approved by Surveying and Mapping, expect the process to take 60 to 90 days to complete. The property owner will receive written notice of the public hearing and may be present if he/she wishes. For status of the annexation, contact Environmental Engineering 530 889-6846.

STEP 4: PAY ANNEXATION FEE - Upon approval by the Board of Supervisors of the annexation, there will one year to pay the applicable annexation fees or the annexation will expire. Please see Calculation of Annexation Fees for information regarding the methodology used for determining the total annexation fee. As of 7/1/07 the annexation fees are: SMD 1- \$5,500/acre; SMD 3 - \$3,850/acre; CSA 28, Zone 2A3 Sunset Whitney - \$168/acre; CSA 28, Zone 173 Dry Creek - variable – See Facility Services for the applicable amount. These fees are subject to change. The annexation charge shall be based upon the current fee at the time payment is rendered, regardless of when the annexation was requested or approved by the Board of Supervisors. (SMD NO. 3 ONLY – A State Board of Equalization filing fee based on their current charges will also be due.)

After the annexation is recorded, the following additional fees may be due prior to the start of construction of the development or before obtaining any building permits: Connection Fee; In Lieu Fees and/or Construct Public Sewer; Permit / Inspection Fee; Reimbursement Fee; User Fee.