

## **IV. FEES AND COST-ACCOUNTING AGREEMENTS**

LAFCO

Public Works Department

### Instructions:

- Please check with LAFCO staff regarding questions about fees.
- Cost Accounting Agreements with both the County and LAFCO must be completed and submitted.
- The Agreement would only be used if the fees were not sufficient to cover processing costs.
- If you have any questions, please contact us at 805-781-5795 or visit our website at: [www.slolafco.com](http://www.slolafco.com) or email us at the following addresses:  
[dchurch@slolafco.com](mailto:dchurch@slolafco.com)  
[dbloyd@slolafco.com](mailto:dbloyd@slolafco.com)

## **IV. FEE SCHEDULE & COST-ACCOUNTING AGREEMENTS**

### **FEE SCHEDULE**

(ADOPTED 09/20/01, REVISED 04/27/05, 09/20/07, 03/20/10)

All fees shall be paid prior to the acceptance of an application for processing. All fees should include the appropriate Processing Fee (Minimum \$1,500), Environmental Fees and Public Works Department Fee (\$520 per application for checking maps and legal descriptions. Please pay this by separate check). Where indicated below, the fees are an initial deposit toward the actual cost of processing a proposal. The applicant shall enter into an agreement to provide for reimbursement to LAFCO for the actual costs of processing an application. A refund shall be issued for any portion of the fee not used for processing. Where fees exceed the required amount indicated below, the applicant shall be notified by the Executive Officer to pay an additional amount equal to the initial deposit. The proposal shall be suspended until such additional funds are deposited with the LAFCO Clerk.

#### **Annexation/Detachment Processing Fees**

##### **Acreage**

0.1 - 4.99	\$1,500 Deposit Toward Project Cost
5.00 - 9.99	\$2,500 Deposit Toward Project Cost
10.00 - 14.99	\$3,500 Deposit Toward Project Cost
15.00 - 19.99	\$4,500 Deposit Toward Project Cost
20.00 +	\$5,000 plus \$10.00/acre Deposit Toward Project Cost

#### **Other Processing Fees**

#### **Incorporations, Formations, Other Actions**

Formation of a Special District	\$5,000 Deposit Toward Project Cost
Incorporation of a City	\$15,000 Deposit Toward Project Cost
Dissolution of one or more Districts	\$2,500 Deposit Toward Project Cost
Disincorporation of a City	\$5,000 Deposit Toward Project Cost
Consolidation of Districts	\$3,000 Deposit Toward Project Cost
Merger of Districts	\$3,000 Deposit Toward Project Cost
Establishment of Subsidiary Districts	\$3,000 Deposit Toward Project Cost
Reorganization of City or District (Two or more of the above changes of organization, excluding incorporation of a city.)	\$7,500 Deposit Toward Project Cost

**Sphere of Influence Fees**

Sphere of Influence amendment –  
Result of Proposal-

**Acreage**

4.99 acres or less	\$1,500 Deposit Toward Project Cost
5 - 9.99 acres	\$2,500 Deposit Toward Project Cost
10+ acres	\$3,500 Deposit Toward Project Cost
Agency Request for Comprehensive SOI Update or Municipal Service Review	\$5,000 Deposit Toward Project Cost

**Environmental Fees**

Initial Study Fee	\$500 Deposit Toward Project Cost
Negative Declaration Fee	\$1,000 Deposit Toward Project Cost
EIR Review-Responsible Agency	\$1,000 Deposit Toward Project Cost
Categorical Exemption	\$500 Deposit Toward Project Cost
EIR Appeal Fee	\$1,000 Deposit Toward Project Cost
EIR required and LAFCO is Lead Agency	Minimum \$5,000 deposit to be increased to equal 25% of the cost of the report

**Other Fees**

Activation of Latent District Powers	\$2,500 Deposit Toward Project Cost
Request for Reconsideration	\$1,500 Deposit Toward Project Cost
Fee Waiver Request	\$500 Deposit Toward Project Cost
Request for Time Extension	\$500 Deposit Toward Project Cost
Study Session Request	\$2,500 Deposit Toward Project Cost
Request for Fiscal Analysis or Other Studies	\$2,500 Deposit Toward Project Cost
Outside User Agreement	\$2,500 Deposit Toward Project Cost
Pre-application Review	Limited to three (3) hours of staff time, then actual cost
Petition Verification Fee	Minimum filing fee of \$10 + \$1.00 per signature
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
Copying Fee	\$.10 per page

**State Fees**

State Board of Equalization, State Controller's Office and the Department of Fish and Game Fees in accordance to their fee schedules. These fees are collected after proposal approval.

**Other Charges**

In additional to the fees specified herein, the Executive Officer may charge an applicant/appellant for the actual costs that are incurred as a result of processing a proposal that are not covered in the Commission's fee schedule. An applicant/appellant may appeal the decision of the Executive Officer in writing. Such appeal will be presented to the Commission at its next meeting.

Refunds for withdrawn proposals shall be based on an estimate by the Executive Officer of the total costs incurred in processing the proposal up to the date of the withdrawal request.

**Fee Waiver**

The Commission, upon a finding that such action would be in the public's best interest and/or is necessary for health and safety reasons, may waive fees partially or in total. Requests for fee waiver must be submitted in writing to the Commission. Fees may be waived by the Executive Officer for proposals filed in response to Commission conditions.

**Public Works Department Fee**

\$520 per application for checking maps and legal descriptions.

**Clerk-Recorder Department Fee**

\$50 for processing and filing a Notice of Determination as set forth in CEQA Guidelines.

**LAFCO Charge-out Rates:**

Executive Officer	\$110/hour
Analyst	\$85/hour
Commission Clerk	\$50/hour
Legal Counsel	\$150/hour

## **FEE SCHEDULE WORKSHEET**

1. **Processing Fee (depends upon proposal type):** \$ \_\_\_\_\_

Annexation fees are based upon total acreage. Other types of proposals also include a processing fee. Reorganizations (two or more changes of organization) have a separate fee.

2. **Sphere of Influence Fee:** \$ \_\_\_\_\_

SOI fees are also based upon acreage and represent an initial deposit toward the proposal's processing cost.

3. **Environmental Fees:** \$ \_\_\_\_\_

Environmental Determination fees are required for compliance with the California Environmental Quality Act (CEQA).

4. **Other Fees:** \$ \_\_\_\_\_

**Total LAFCO Fees Due with Application Filing:** \$ \_\_\_\_\_  
Checks should be made payable to LAFCO.

5. **Public Works Department Fee** \$520.00  
\$520 per application for checking maps and legal descriptions.  
A separate check made out to the County is required.

6. **State Board of Equalization (BOE) & County Clerk-Recorder Fees:** \$ \_\_\_\_\_

The BOE fees are paid after LAFCO approval has been granted. A separate check made out to the State Board of Equalization is required.

If you need help in determining your fees, please contact LAFCO staff for assistance at (805) 781-5795.

**COST ACCOUNTING AND INDEMNIFICATION AGREEMENT**

Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

The cost of processing an application may exceed the initial deposit required. In order to recover any additional costs associated with processing your application, the Local Agency Formation Commission, LAFCO, has found it necessary to implement a provision of the Fee Schedule that provides full cost recovery for processing an application.

I, \_\_\_\_\_, the landowner and/or responsible Applicant, agree to pay the actual costs pursuant to the Fee Schedule attached hereto, plus copying charges and related expenses incurred in the processing of this application. I also understand that if payment on any billings prior to final action is not paid within thirty (30) days, I agree that processing of my application will be suspended until payment is received. In the event of default, I agree to pay all costs and expenses incurred by LAFCO in securing the performance of this obligation, including the cost of any suit and reasonable attorney fees.

As part of this application, Applicant agrees to defend, indemnify, hold harmless and release the San Luis Obispo Local Agency Formation Commission (LAFCO), its officers, employees, attorneys, or agents from any claim, action or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul, in whole or in part, LAFCO's action on the proposal or on the environmental documents submitted to or prepared by LAFCO in connection with the proposal. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorneys fees, and expert witness fees that may be asserted by any person or entity, including the Applicant, arising out of or in connection with the application. In the event of such indemnification, LAFCO expressly reserves the right to provide its own defense at the reasonable expense of the Applicant.

In order to implement the cost accounting and indemnification provisions, please sign and date this statement indicating your agreement to the cost accounting procedure and indemnification agreement. This signed agreement is required for your application to be accepted for processing. Checks may be made payable to LAFCO and delivered or mailed to the LAFCO Office at 1042 Pacific Street, Suite A, San Luis Obispo, CA 93401. If you have questions regarding your application, please contact the LAFCO Office at (805) 781-5795.

\_\_\_\_\_  
Applicant's Signature

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Date

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Applicant's Signature

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