

ANNEXATION APPLICATION PACKET

The City of Ripon



Community Development Department

FILING INSTRUCTIONS: Complete application must be received by the planning department no later than sixty (60) days prior to the next scheduled planning commission meeting.

PROCESSING PROCEDURE: Annexation agreement applications are reviewed during a public hearing by the planning commission and acted on by the City Council in accordance with the Development Code, Title 16, Chapter 16.48, and unless otherwise advised by the planning department, applicants or their authorized representatives are required to attend the meeting to present their project to the commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period.

APPLICATION SUBMITTAL REQUIREMENTS: Unless otherwise determined by the planning department, an application for an annexation agreement must include the following:

- Application and preliminary environmental assessment fee
- Completed applicant's Environmental Information Form
- The property owner of record's name and mailing address and resident's address if property owner is absentee for every property within a 500 foot radius of the project site, measured from the perimeter of the project boundary line(s). Two formats must be provided: 1) self adhesive mailing labels which include property owner of record's name and mailing address, and 2) the assessor parcel number (APN) and the property owner of record's name and mailing address in label format on single sheet, one-sided white copy paper.
- Vicinity Map (8 ½ x 11)
- Completed Justification of Proposal Form
- Site Plan Diagram (Five (5) copies at 18" x 24" folded to approximately 8 ½ x 11" and one (1) 8 ½ x 11" reduction) containing the following information:
 - Map of annexation area, containing:
 - Dimension(s) for parcel(s) involved
 - Adjacent streets and land owners
- Conceptual Development Plan
- Prezone Application (complete)
- General Plan Amendment Application, if necessary (complete)
- Executed Annexation/Development Agreement
- Legal Description
- Preliminary Title Report
- Flash Drive or CD containing all documents in printable PDF format

APPEAL PROCEDURE: Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, within fifteen (15) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one (1) Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

Annexation Application

City of Ripon
259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only	
A# _____	Fee _____
PEA# _____	Fee _____
Completed App. () Yes () No	

PROPERTY OWNER: Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

APPLICANT: () Same as Above Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

PROJECT SITE INFORMATION: (If multiple properties are involved, list on separate sheet)


Address: _____

Assessor Parcel Number (APN): _____ General Plan Designation: _____

Zone: _____ General Plan Designation: _____ Actual Use: _____
(Existing) (Proposed)

Project Description: _____

Special Circumstances: () YES () NO If yes, describe: _____

	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.	
_____	Signature of Applicant	_____
		Date
_____	Signature of Property Owner if Different from Above	_____
		Date