

# **ANNEXATION AGREEMENT 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 16.60, 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:

- To initiate the application, the applicant must file a request for a pre-application conference with the Policy Review Committee.
- Application and preliminary environmental assessment fee
- 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)
- Annexation Agreement, including a development concept that must consist of a written description with maps or diagrams, a fiscal impact analysis and conditions of approval for those annexations involving eminent development. For those annexations involving the extension/connection of City utilities, the agreement will include provision for requiring that a development agreement be executed prior to submittal of any development application.
- Development concept should include the following:
  - An 8 ½ x 11 diagram of the project site containing:
    - The project name, north point, scale and sufficient description to define location and boundaries of the project site;
    - Acreage to the nearest tenth of an acre;
    - The locations and names of all new streets, highways and driveways;
    - The locations, names, and widths of all existing adjoining and contiguous streets, highways, driveways and physical features and structures;
    - Name, address, and phone number for property owner and applicant
    - If the project involves the subdivision of the property, the diagram will indicate a conceptual lot layout, including dimensions and size of the lots (in square feet).
  - A written summary describing the project, identification (legal names(s)) of the principal parties, and any special circumstances which may be involved in its development.
- A rezoning application for Urban Reserve (UR) must be filed simultaneous with the annexation request.
- Environmental Checklist (complete)
- Flash Drive or CD of all submitted 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 Agreement Application

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

<b>For Official Use Only</b>	
AA# _____	Fee _____
PEA# _____	Fee _____
<b>Completed App. ( ) Yes ( ) No</b>	

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**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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**APPLICANT:** ( ) Same as Above

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**PROJECT SITE INFORMATION:**


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

Assessor Parcel Number (APN): \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

Present Zone: \_\_\_\_\_ Actual Use: \_\_\_\_\_

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