



Application Outside Agency Service Agreement

Please complete the following information to process an application for Outside Agency Services under Government Code Section 56133. Please do not leave information blank on this form; specify N/A if a portion is not applicable.

A. Applicant Information

1) Agency Name: _____

2) Agency Contact Information:

Name & Title	
Phone	
Email	
Address	

B. Location of Territory to be Served (Use the Supplemental Property Sheet for multiple properties)

Assessor Parcel Number	Size	Current Use	Proposed Use

Landowner Name	
Mailing Address	
Email	

C. Type of Out-of-Agency Services Agreement

- 1) New Extended
- 2) Water Sewer Other (please specify): _____
- 3) A copy of the agreement between the agency and affected landowner(s) to be served has been attached.

D. Justification

1) Is the subject territory located within the agency's Sphere of Influence?

- Yes No

2) Is the reason for the application a threat to the health and safety of the public or the affected residents?

Yes - Provide documentation from the Public Health Officer.

No - Explain the reason for the application at this time.

3) Explain why a jurisdictional change (e.g., annexation) is not being considered at this time as an alternative to providing services outside the agency's boundaries.

4) Is annexation of the subject territory or affected property anticipated in the near future?

- Yes No

Please describe the agency's plans and timelines, or provide other relevant information.

E. Service Information

1) Describe how the agency would provide the proposed new or extended service to the subject territory. Please identify any onsite and offsite infrastructure or facility improvements, any permits required from regulatory agencies, and associated funding requirements to provide service to the subject territory.

2) If the proposed new or extended service involves water or sewer, identify the anticipated demand in terms of use (i.e., gallons, acre-feet) and frequency of delivery (per day/month/etc.) associated with serving the subject territory. For extended service, please estimate the difference in comparison to existing demand.

3) Describe compensation for the proposed service (i.e., fee/household, fee/truck/tank, etc.).

4) Does the agency have sufficient capacities to provide the proposed new or extended service to the subject territory without adversely effecting existing service levels?

5) What services, if any, are currently provided to the subject territory?

6) Are there any alternate service providers or other service options available to the subject territory?

F. Land Use Information

1) Identify the subject territory's land use designation, zoning, and minimum parcel density requirements and clarify whether the proposed provision of service(s) will increase onsite development potential or be growth inducing for the area.

2) Are there any proposed or approved, but not yet built, development projects involving the subject territory?

- Yes No

If yes, describe the proposed projects or land use entitlements and the timeline for implementation.

3) The Commission's action regarding this request by the agency to provide new or extended services outside its jurisdictional boundary is subject to the requirements of the California Environmental Quality Act (CEQA). Has the agency conducted any CEQA reviews for any projects associated with this application?

- Yes No

If yes, please provide copies of the environmental documentation, including the Notice of Exemption or Notice of Determination and proof of payment of applicable California Department of Fish & Wildlife fees.

Fee Agreement and Voluntary Indemnification Agreement

All applications must include a signed [Fee Agreement and Indemnification](#) form, which is located at www.mendolafco.org/application-materials.

Fees

Per the Mendocino LAFCo [Fee Schedule](#), deposits toward the actual cost of processing proposals must be paid at the time an application is submitted. All deposits are initial payments toward the actual costs of processing proposals, including staff time and materials (e.g., noticing, postage, copying). In signing the Fee Agreement and Voluntary Indemnification, the applicant consents to reimburse LAFCo for all costs incurred in processing, including pre-application assistance.

CERTIFICATION

The undersigned hereby certifies that all LAFCo filing requirements will be met and that the statements made in this application are complete and accurate to the best of my knowledge.

Signature	
Print Name/Title	
Date	
Telephone	
Email	

Application Submittal Checklist

In order for an application to be processed, the following items need to be provided. Please mark the checklist items applicable to your proposal and submit the number of hard copies noted for each item.

- Electronic copy:** legible/searchable PDFs of the application packet (thumb drive, email, Dropbox, etc.).
- Cover letter** (1): listing the materials being submitted and noting the method of CEQA compliance.
- Outside Agency Service Agreement Application Form** (1): fully completed and signed with original signature(s).
- Fee Agreement and Indemnification** (1): fully completed and signed with original signature(s).
- Agency Resolution**, if applicable (1): certified copy, including all exhibits, of the agency's legislative body
- Documentation of Health & Safety Emergency**, if applicable (1): documentation by Mendocino County Environmental Health or another qualified professional (see [LAFCo Policy 12.2.4.2](#) for specific requirements).
- Proposal Map:** 8.5" x 11" or 11" x 17" map showing subject property, adjacent agency boundary and infrastructure, and location of property development and proposed location of connection.
- Vicinity Map:** 8.5" x 11" size map page, if not already included on the proposal map.
- Property Owner Request** (1): from each affected owner of record with original signature(s).
- Proof of CEQA Compliance** (1): complete project environmental document (electronic-only if more than 25 pages), Notice of Determination or Exemption, and Fish and Wildlife filing fee receipt, if applicable.
- Filing and Processing Fees:** in accordance with the LAFCo Fee Schedule.