



**City of Los Banos**  
Planning Department  
520 J Street  
Los Banos, CA 93635  
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## **Annexation Submittal Requirements**

- 1. Completed Application
  - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated and notarized statement and both (or all) shall sign the application.
- 2. Fee as listed on Fee Schedule
- 3. Cost Recovery Contract
- 4. Vicinity Map – 15 copies in an 8.5” x 11” format (to include a 600’ radius)
- 5. Project Description fully explaining intended use, General Plan Designation, zoning, surrounding uses, proposed backbone infrastructure (with evidence of availability of adequate services such as water, sewer and storm drainage) and proposed backbone circulation.
- 6. Site photos showing site and surrounding properties (labeled clearly)
- 7. Conceptual Land Use Plan to scale (Scale of 1” = 100’ for large areas, or a scale of 1” = 40’ for small areas) – (5 copies 24”x36”) (10 copies 11”x17”) to include:
  - a. Assessor’s Parcel Number(s)
  - b. Property Address
  - c. Gross & Net size of property
  - d. Existing and proposed General Plan Designation
  - e. Existing land use for the site and properties adjacent to the site
  - f. Proposed zoning
  - g. Proposed backbone infrastructure
  - h. The property owner’s name and address; the applicant’s name and address, map scale, north arrow and date
  - i. The street(s) bordering the property and distance to nearest cross road(s) clearly identified by name and indicate ingress and egress locations.
- 8. Completed Environmental Checklist
- 9. Legal Description
- 10. Electronic Package of Entire Submittal on CD

**FOR YOUR INFORMATION:** Staff may deem additional submittal information such as a noise study, biological assessment, parking study, drainage report, arborist report, sight line analysis or infrastructure calculations or master plans necessary to adequately analyze the project, complete environmental review or make recommendations to the Elected or Appointed Officials.