



City of Los Banos
Planning Department
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ANNEXATION PROCESS

I. What is an Annexation?

- a. A process that occurs when property under the County's jurisdiction becomes part of the City.
- b. The property (or properties) must be contiguous to the City limits to be eligible for annexation.

II. Review Process

- a. A complete application is submitted to the Planning Department
- b. Planning Department determines completeness within 10 business days
- c. Application is discussed at the next available Project Review Board (PRB) meeting
- d. Applicant will receive minutes and responses regarding issues discussed at PRB
- e. Environmental Review
- f. If there are no outstanding issues, scheduled for next available Planning Commission meeting
- g. Public hearing noticed 10 days before meeting
 - Newspaper
 - Mailed to property owner's within 300' radius of subject property
- h. Planning Commission will make a recommendation to the City Council
- i. Public hearing noticed 10 days before City Council meeting
 - Newspaper
 - Mailed to property owners within 300' radius of subject property
- j. City Council may grant approval of the annexation which will be reviewed by LAFCO for final approval, or may deny the request.

III. LAFCO Process

- a. Public hearing noticed 10 days before meeting
 - Newspaper
 - Mailed to property owner's within 300' radius of subject property
- b. Evaluate if property should be annexed into the City
- c. LAFCO will grant approval of the annexation, modify the annexation boundary or deny the annexation.