



City of
Los Banos
At the Crossroads of California

Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2433
www.losbanos.org

ANNEXATION SUBMITTAL REQUIREMENTS

- ☐ Completed Application
 - 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.
- ☐ Application fee
- ☐ Cost Recovery Contract
- ☐ 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.
- ☐ Legal description
- ☐ Vicinity Map (to include a 600' radius)
 - 10 color copies
 - 8.5" x 11" format
- ☐ Conceptual Land Use Plan to scale
 - Scale of 1" = 100' for large areas
 - Scale of 1" = 40' for small areas
 - 5 copies 24"x36" and 10 copies 11"x17" to include:
 - Assessor's Parcel Number(s)
 - Property address
 - Gross & net size of property
 - Existing and proposed General Plan designation
 - Existing land use for the site and properties adjacent to the site
 - Proposed zoning
 - Proposed backbone infrastructure
 - The property owner's name and address; the applicant's name; and address, map scale, north arrow, and date
 - The street(s) bordering the property and distance to nearest cross road(s) clearly identified by name and indicate ingress and egress locations.
- ☐ Site photos showing site and surrounding properties (labeled clearly)
- ☐ Completed environmental checklist
- ☐ Electronic copy of full submittal on USB drive

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