

**Colusa Local Agency Formation Commission**

**Schedule of Fees and Deposits**

**1. Action**

Annexation of single-family residence for reasons of public health or safety	\$ 1,000 Initial Deposit toward Project Cost
Annexation/Detachment/Reorganization	\$ 3,500 Initial Deposit toward Project Cost
Consolidation	\$ 2,000 Initial Deposit toward Project Cost
Dissolution	\$ 2,000 Initial Deposit toward Project Cost
District Formation	\$ 5,000 Initial Deposit toward Project Cost
Out of Agency Service Contract Requests	\$ 1,000 Initial Deposit toward Project Cost
Disincorporation	\$ 5,000 Initial Deposit toward Project Cost
Incorporation	\$15,000 Initial Deposit toward Project Cost
Reconsideration of a LAFCo Determination	\$ 1,000 Initial Deposit toward Project Cost
Sphere of Influence Amendment	\$ 2,500 Initial Deposit toward Project Cost
Use Activation of Latent Powers	\$ 3,000 Initial Deposit toward Project Cost
Municipal Service Review (for SOI Updates)	\$ 5,000 Initial Deposit toward Project Cost
Sphere of Influence Update	\$ 4,000 Initial Deposit toward Project Cost
Establishment of a Sphere of Influence for new agencies	\$ 4,000 Initial Deposit toward Project Cost
GIS Mapping Fee Deposit Required for all applications excepting Out of Agency Service Contracts	\$ 200.00 Initial Deposit toward Project Cost

**Note: All deposit amounts are subject to increase, if the Executive Officer determines that the magnitude of the project justifies the increase.**

A) All deposits are initial payments toward the total cost of processing (“project cost”). Project cost is defined as staff time plus materials. Staff charge-out rates are listed below, and include personnel costs plus a percentage of Colusa LAFCO’s administrative overhead costs and municipal service review and sphere of influence update costs. In addition, materials include, but are not limited to, charges for advertisement of hearings, mapping, petition reviews, contract staff and consultants as needed, as well as fees charged for project reviews by affected agencies.

B) Applicants are also responsible for payment of appropriate State Board of Equalization fees, County Surveyor fees, Public Noticing, County Elections Department costs, Mailing Labels, EIR preparation fees, Mapping, Fish and Game fees, and County Recording Fees. A schedule of processing fees for the State Board of Equalization is included in the LAFCo application packet.

**Attachment #5**

- C) Staff time and materials will be monitored against the deposit on file with LAFCO; if the cost of processing reaches 90% of the deposited amount, additional deposits will be required. Any hearing or action on the application may be continued pending receipt of the additional deposit.
- D) If extensive staff assistance is required prior to receipt of an application, a deposit will be required at the time the work is requested.
- E) Absent compelling circumstances, the Commission will not normally adjust or waive deposits and/or fees. Staff will not waive fees for any reason.
- F) All final bills must be paid by the applicant prior to filing of the Certificate of Completion or during other times during the LAFCo process as deemed appropriate by the Executive Officer.
- G) Charges for Reconsideration of a LAFCo determination are the responsibility of the requesting party.
- H) Deposits on file with LAFCo, which exceed the cost of processing the application by \$25 or more will be refunded after LAFCo completes its final filings.
- I) Pre-Application Expenses: LAFCo will also charge its pre-application staff time spent reviewing environmental and other documents and participating in the process as the lead agency, as part of the processing costs.
- J) If LAFCO is required to act as lead agency and an Environmental Impact Report is required as part of an Environmental Review, the applicant is also responsible for an additional \$7,500 deposit toward the Total Project Cost plus actual costs or \$115% of the consultant fee.
- K) If a LAFCO application is withdrawn any time prior to the completion of proceedings, the unused portion of the initial fee deposit (s) received by LAFCO (deposit less any expended staff time and project expenses) will be returned to the persons paying the initial fee deposit upon receipt of a letter of withdrawal.

**2. LAFCo Staff Charge-Out Rates:**

Executive Officer\* ..... \$ 177.91/hour  
LAFCO Counsel \*..... \$ 260.00/hr

*\*MSR and SOI maintenance and preparation fees of \$75.00 per staff hour are included in the above staff charge out rates.*

**3. Miscellaneous Costs**

- A) Special Meetings ..... \$1,000 Deposit toward Total Cost  
*The total cost includes staff administrative time and materials.*
- B) Staff Research and Studies ..... Project Cost  
*Charges for staff time begin after the first half-hour.*

**Attachment #5**

- C) Agenda Subscription..... \$12/year  
*(e-mailed agendas provided free of charge upon request.)*
- D) Copies of Staff Reports & other documents .....15 cents/page

(Adopted May 6, 2003 by LAFCo Resolution 2003-02)  
(Amended March 4, 2010 by LAFCO Resolution 2010-0004)