

**CHANGE OF ORGANIZATION CHECKLIST**  
(Documents required when filing application)

**All Applications**

- One (1) signed original application plus five (5) copies
- Five (5) California Environmental Quality Act (CEQA) Compliance Documents
- Five (5) original prints of map to scale at 8 ½ x 11, and five (5) geographic descriptions
- Party Disclosure form
- Resolution of Application or Landowner/Registered Voter Petition
- LAFCO FEES, "Please make checks payable to "Local Agency Formation Commission."

**City Applications Only**

- Pre-Zoning Ordinance
- Two (2) maps of Limiting Addresses and two (2) alphabetical lists of streets and addresses

**Sanitation District Applications Only**

- Tax Transfer Resolution
- One (1) copy Data Information Sheet

**Optional Documents**

- Landowner Consent Letter(s) or Form(s); submit one (1) signed original for each Landowner.

**Additional Documents/Fees, required at a later date**

- Two (2) sets of mailing labels of the landowners that are within the boundaries of the affected territory.
- Two (2) sets of mailing labels of the registered voters that are within the boundaries of the affected territory.
- One (1) set of mailing labels of the landowners that are within the three hundred feet (300') radius of the affected territory.
- One (1) set of mailing labels of the landowners and registered voters that are within the three hundred feet (300') radius of the affected territory.
- One (1) 8 ½ x 11 Radius map.
- Los Angeles County Assessor's Office Fees
- State of California Board of Equalization (BOE) Fees