



Local Agency Formation Commission  
2222 M Street  
Merced, CA 95340  
Phone (209) 385-7671 / Fax (209) 726-1710  
[www.lafcomerced.org](http://www.lafcomerced.org)

## **FILING REQUIREMENTS Out-Of-Boundary Service Requests**

Applications for Out-of-Boundary Service requests will be deemed complete only if the following requirements are fulfilled:

1. One copy of a completed *Out-of-Boundary Service* request Application form.
2. One copy of a certified resolution or official letter of request from the agency requesting LAFCO action, which indicates the requested service is available.
3. One copy of a signed draft agreement or contract between the agency and property owners seeking service. The contract must stipulate the terms and conditions of extending services to the property and indicate service is contingent upon LAFCO approval.
4. One copy of maps depicting properties seeking service and existing city, urban service area and sphere of influence boundaries.
5. One copy of the LAFCO Environmental Information Form if requesting a categorical exemption from CEQA. If project is not categorically exempt, please submit 10 copies of a certified environmental document. Negative declarations must include a copy of the Initial Study.

If there is a question regarding whether or not LAFCO will be lead agency or whether the proposal is categorically exempt, an Environmental Information Form will need to be completed and signed before meeting with LAFCO staff to determine lead agency status. In the case of an emergency service for one existing residence, the requirement for the Environmental Information Form may be waived by staff.

6. One copy of any staff report submitted to agency's council or board pertaining to the proposal.
7. If proposal is requested to address a health and safety concern, a letter describing the situation is required from County Environmental Health Department or other appropriate agency.