



COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

411 Main Street, 2nd Floor | P.O. Box 3420, Chico, CA 95927
(530) 879-6800 | www.chicoca.gov | zoning@chicoca.gov

Supplemental Planning Entitlement Application Annexation

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Lot Book or Current Preliminary Title Report
- Annexation Legal Description and Plat Map (see example Figures 1 & 2 below)
- Environmental Questionnaire (separate form)
- Real Time Billing Application (separate form)
- Waiver of Jurisdiction Request (optional) (see below)

State Board of Equalization

Standards for the Preparation of Descriptions and Maps for Annexation

- Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a Deed of Record, the deed should be used only as a secondary call.
- When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary may be omitted. The points of departure from the existing boundary must be clearly established.
- A specific parcel description in sectionalized land (e.g. The SW ¼ of Section 22, TIN, RIW) is permissible without a metes and bounds description of the perimeter boundary.
- A parcel description making reference only to a subdivision of a lot within a subdivision is not acceptable.
- Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory together with the current names of these thoroughfares.
- Every map shall bear a scale and north point. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before the reduction is made.

- The point of beginning of the legal description must be shown on the map. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features. The use of colored lines to denote the boundaries is recommended.
- All maps must be professionally drawn or copied. Rough sketches of maps or plats will not be accepted.
- The computer or estimated acreage shall be set forth in the legal description.
- When applicable, each description and map shall indicate that it has been accepted by the Local Agency Formation Commission.

Figure 1

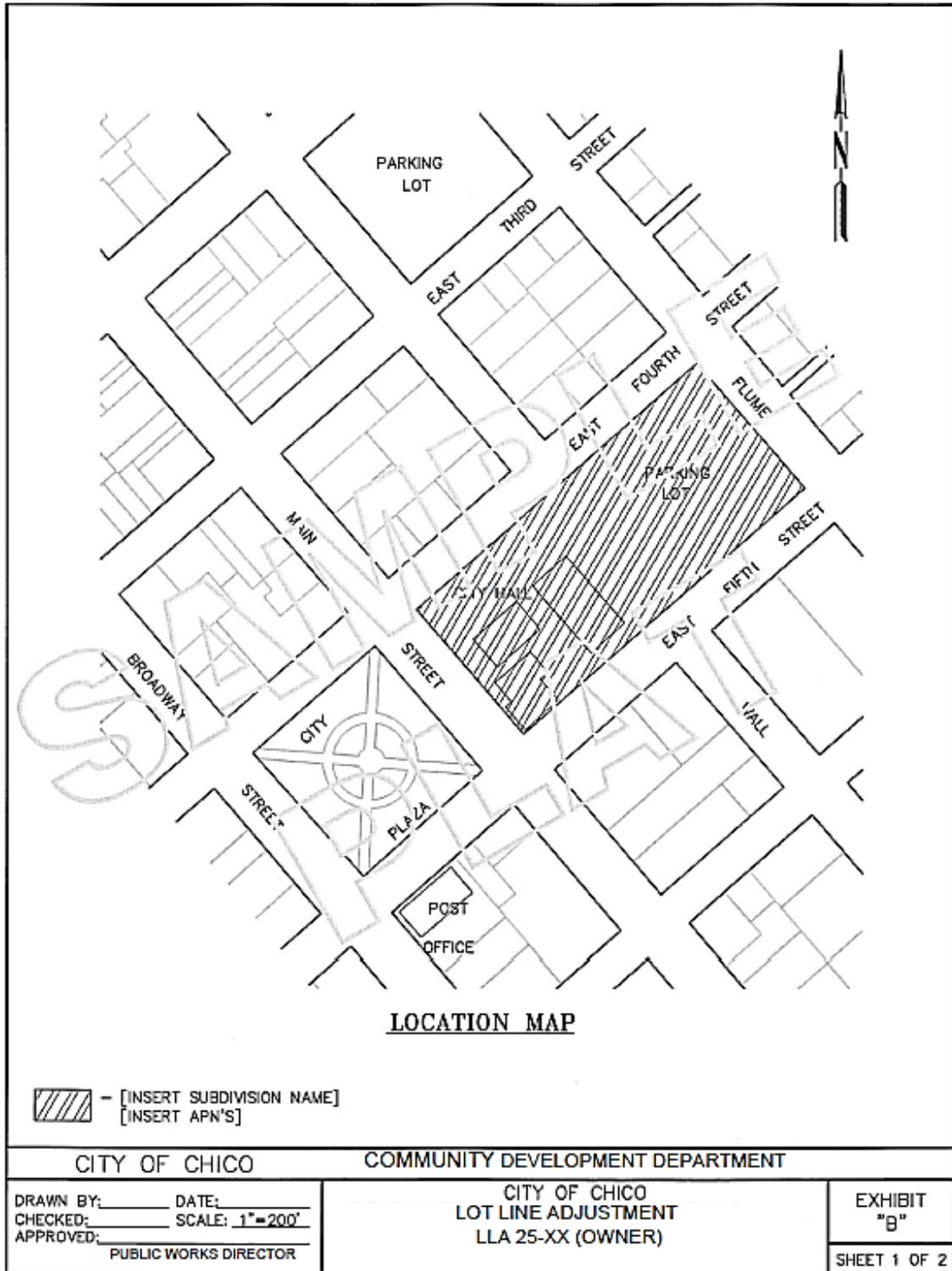


Figure 2

EXHIBIT "C"
CITY OF CHICO
LOT LINE ADJUSTMENT
LLA 25-XX (OWNER)

All that certain real property situate in the City of Chico, County of Butte, State of California described as follows:

[Insert legal lot identification (i.e. a portion of Lot 22 as shown on that map entitled.... recorded in the Office of the Recorder of the County of Butte, State of California...)]

[Insert district boundary description starting point (i.e. commencing or beginning at the...)]

[Insert description of each course along district boundary, must match plat]

[Last course description must close with to the "TRUE POINT OF BEGINNING" or "POINT OF BEGINNING"]

Containing ___ acres, more or less.

The description above is all of Assessor's Parcel Number _____ and a portion of Assessor's Parcel Number _____

By: _____
Checked: _____
Approved: _____
Date: _____



Waiver of Jurisdiction Request (optional)

Date: _____

Community Development Director
Community Development Department
City of Chico
P.O. BOX 3420
Chico, CA 95927-3420

Property Address: _____

Accessor’s Parcel Number(s): _____

Dear Community Development Director:

Inasmuch as I have initiated proceedings for annexation to the City of Chico for the above described property, I would like the City of Chico Community Development Department to check plans, issue building permits, and conduct inspections on the building(s) I intend to construct on the property. Please request that the Butte County Department of Development Services relinquish jurisdiction over these properties. I understand that you will forward a copy of this letter to Butte County when you request that the County relinquish jurisdiction for this property.

Your assistance in this matter is appreciated.

Signature: _____

Print Name: _____