

**A RESOLUTION OF
THE LOCAL AGENCY FORMATION COMMISSION OF MENDOCINO COUNTY**

LAFCo Resolution No. 16-17-05

**General Application Requirements Policies
Final Filing for Applications**

WHEREAS, Local Agency Formation Commissions have been created under the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Sections 56000 et. seq. of the Government Code, as independent agencies, with the power to adopt expenditure and finance policies, as necessary, to carry out their functions, (§56384); and

WHEREAS, this Commission held a public meeting on the proposed policy regarding Final Filing for Applications and at that meeting, this Commission received all oral and written comments with respect to the proposed policy and the report of the Executive Officer.

NOW, THEREFORE, the Local Agency Formation Commission of the County of Mendocino DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Final Filing

1. The Executive Officer shall ensure final boundary maps comply with the following:
 - a. LAFCo resolution approving a proposal;
 - b. LAFCo, County and Board of Equalization mapping requirements;
 - c. All conditions of approval have been met; and
 - d. All application fees have been paid prior to filing the Certificate of Completion.

A Final Filing Checklist is included as Appendix A.

2. The effective date of the change of organization or reorganization is the date the signed Certificate of Completion is filed at the County Recorder's office unless otherwise specified by the Commission (G.C. 57202). If the Certificate of Completion has not been filed within one year after the Commission approves a proposal, the proceeding is deemed abandoned unless the Commission authorizes an extension prior the expiration of that year (G.C. 56895).
3. The Certificate of Completion, including the recording numbers affixed by the County recorder, will be distributed to affected agencies, County surveyor, County assessor, County auditor, and the State Board of Equalization. The State Board of Equalization will distribute relevant information to the Department of Finance, the Controller, and to the Secretary of State, as appropriate (G.C. 57203, 57204).

Appendix A: Final Filing Checklist

Final Filing Checklist		
No.	Procedure/Step	Date Completed
Mapping Adequacy		
1	Staff confirms it has the final boundary map from the applicant.	
2	Staff compares the map with the LAFCo Resolution of Approval boundary determinations to assure consistency, with particular attention to whether roads are included or excluded.	
3	Staff review the boundaries to make sure they follow parcel lines unless that requirement was specifically waived.	
4	Staff reviews the map for SBOE mapping requirements.	
5	Staff routes the map and legal description to the County Surveyor for review.	
6	Staff routes approved final boundary map and legal description to County GIS staff.	
Final Filing		
7	Staff reviews resolution and final boundary map for compliance; ensures all conditions of approval have been met. If any questions regarding compliance, consult with legal counsel.	
8	Staff confirms all outstanding fees have been paid in full.	
9	Staff prepares Certificate of Completion and submits to County Clerk of the Board for recording.	
10	Staff files with State Board of Equalization and County Assessor.	
11	Upon notification of BOE acceptance, staff notifies all affected parties.	

The foregoing Resolution was passed and duly adopted at a regular meeting of the Mendocino Local Agency Formation Commission held on this 6th day of February 2017, by the following vote:

AYES: *Brown, Doble, Gonzalez, Hamburg, McNerlin, Orth, and Ward*

NOES: *∅*

ABSTAIN: *∅*

ABSENT: *∅*

ATTEST:

[Signature]

 UMA HINMAN, Executive Officer

[Signature]

 GERALD WARD, Chair