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## CHANGE OF ORGANIZATION OR REGORGANIZATION PROPOSALS

### PLAN FOR SERVICES

The Plan for Service is the applicant's opportunity to describe and explain the services they want, how and when the services will be needed and provided, how much the services will cost and how those costs will be paid. In addition, the Plan for Service is the applicant's opportunity to demonstrate the anticipated benefits of extending service (inside and outside the proposal area). The information in the applicants Plan for Services submittal is reviewed by LAFCo staff. Frequently, staff formulates additional questions or seeks clarification about the information contained in the Plan for Services.

The intent of a Plan for Service is to describe how a proposed project will be implemented if approved. LAFCo depends on applicants and service providers to document the ability to provide service for areas proposed for annexation. The plan shall take into account the services, capacity, cost and adequacy of services within the district or City and how those services would be affected by the proposed LAFCo action. Most often it will be the Plan for Services that determines whether service providers have the capacity to deliver the needed services. In the case of multiple service providers, it will identify where collaboration is needed to efficiently deliver services.

#### Range of Services to be Provided

Check all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> Water;   | <input type="checkbox"/> Street Lights;              |
| <input type="checkbox"/> Wastewater;  | <input type="checkbox"/> Parks & Recreation;         |
| <input type="checkbox"/> Storm Drains;  | <input type="checkbox"/> Landscaping & Open Space    |
| <input type="checkbox"/> Roadways (including bike pedestrian and transit facilities); | <input type="checkbox"/> Telecommunications; and     |
|   | <input type="checkbox"/> Fire and Emergency Response |

#### Contents

The Plan for Services will include the following information:

1. A listing of services to be provided, and description of how services will be provided and who will provide the services to the affected territory;
2. The level and range of proposed services. To help determine the extent of the change necessary to provide those services, please provide detailed information as to the existing infrastructure's extent, size, location and capacity. The existing and proposed capacity descriptions should include:
  - The total capacity (existing and proposed) using the most applicable service units (i.e., equivalent dwelling units, gallons, flow rates, lineal feet, acres of land)

- Number of service units already allocated
- Number of service units within current boundaries anticipating future service
- Number of service units within the system available after providing service to areas within current boundaries that anticipate future service
- Number of service units required to serve the proposed project
- Number of service units proposed to be added to meet the demand

Should there not be enough service units available to serve the proposed project, provide a plan for obtaining the necessary capacity for each applicable service, including the following information:

- A description of any required facility or infrastructure expansions, or other necessary capital improvements;
  - The schedule for completion of the expanded capacity project, the viability of the needed project, and the relation of the subject project to the overall project and project time line;
  - A list of required administrative and regulatory processes, such as CEQA review or State/Regional Water Resources Board allocation permits, including an assessment of likelihood of approval of any permits and existence of pending or threatened legal or administrative challenges if known;
  - The planned total additional capacity;
  - The size and location of needed capital improvements;
  - The proposed project cost, financing plan and financing mechanisms including a description of the persons or properties who will be expected to bear project costs; and
  - Any proposed alternative projects if the preferred project cannot be completed.
3. The estimated time frame for service delivery;
  4. A statement indicating any capital improvements, or upgrading of structures, roads, sewer or water facilities or other conditions the agency would impose or require within the affected territory prior to providing service if proposal is approved;
  5. A description of how the services will be financed;
  6. Agency's general statement of intent to provide services to the affected territory, indicating the agency's capability of providing the necessary services in a timely manner to the affected territory while being able to serve all areas within its current boundaries and without lowering the level of service provided to areas currently being served by the agency.

### **Review Process**

LAFCo's review where another service agency (i.e. Humboldt County), is reviewing land use entitlements, the LAFCo application will not be complete until the County or the lead agency has taken action.

## **Submittal Guidelines**

Each Plan for Services must contain the following:

**Services to be provided.** Provide a list of services that are needed and will be extended to the proposal area, and a list of services that are already in place. This includes a description of the size, location and capacity of existing facilities and infrastructure that will be used to provide desired services to the proposal area. For example:

- Water service would include such things as existing water distribution lines, transmission lines, storage tanks and water rights (already secured or otherwise) to serve the proposal area.
- Waste water service would include existing distribution lines, waste water treatment ponds, pump stations and all other infrastructure designed to transport and/or treat waste water.
- Fire and Emergency services would identify existing fire stations, engines, personnel and equipment already available for those services.
- Parks and recreation would include a description of existing parks and community centers for annexations to agencies providing those services.

Explain in general terms how the proposal services tie into the agency's master plans, capital improvement plans and the overall district operations. In order for the Commission to make an informed decision on this proposal, it needs to understand everything that is built or has to be built to provide needed services. Detailed engineering specifications are not required, but a general description of engineering plans could be helpful.

**Service units and capacity.** The number of service units and a capacity analysis are a requirement of the Plan of Service. The units of service will vary, depending on the service provided. For water services, units would include the number of meters and/or equivalent dwelling units (EDUs). Waste water service is sometimes difficult to quantify, however, an estimate can be based on intended use of the site and the projected population. Units of service for structural fire protection service include number of buildings/homes; service units for park and recreation would include population or projected future population.

The number of service units should be calculated for both the new service to be added or extended as a result of the proposal and also for the number of total service units currently provided (allocated) by the agency within its existing boundaries or service area. The capacity analysis also quantifies the number of service units of those entitled to receive service but not currently receiving service (eligible but not allocated).

LAFCo policies require a statement from the annexing agency (if applicable) disclosing the agencies disposition regarding responsibility to reserve capacity for unserved property within agency boundaries and the agency's estimates of unserved property within its current boundaries. For example, a statement that a district does not provide water or wastewater service to certain parcels within its boundaries. Landowners of these parcels are eligible to receive service. The Plan for Service should include information to help quantify the potential demand from properties already entitled to receive service but who are not currently receiving service.

**Proposed service infrastructure.** Applicants should also describe and provide plans for proposed infrastructure and facilities that will bring services to the proposal area, including their responsibilities and the actions to be taken by others.

For example, *water service* would include:

- 1) new on-site water distribution lines, connections, etc.
- 2) any new transmission lines or improvements, storage tanks or other such facilities to be constructed by the applicant or others in order to provide needed service, and
- 3) water supply or water rights from which service will be provided.

*Waste water* service would include pump stations, treatment ponds, distribution lines and all other infrastructure designed to transport and/or treat waste water.

Proposed infrastructure for *fire and emergency services*, would include such things as new fire stations or expansions, new engines, personnel and equipment that would have to be added in order to serve the parcel without adversely affecting to those already receiving service.

*Park and recreation* services, new parks, trails and related facilities would be listed.

The Plan for Service explains what services are planned, how the services will be provided and what steps need to be taken by the applicant and others for the planned services to become a reality. This section of the Plan for Service is the applicant's opportunity to demonstrate that the desired annexation is not difficult to serve, that it is logical, and how it will be beneficial to current and future citizens of the annexing agency and/or the County.

**Conditions of service.** In many cases, agencies impose conditions on applicants, either directly or as part of their land use entitlement conditions. LAFCo policies require that these conditions of service be included in the Plan for Service. Applicants should list or summarize these requirements and provide copies of supporting materials to LAFCo with their Plan for Service. Typically, applicants submit pre-annexation agreements, development approval conditions, their application for service, annexation/facility/impact charges, facility improvement requirements, fire flow requirements, on and off site construction requirements, easements required, dedications of land, etc.

Upon receiving the Plan for Service from the applicant, LAFCo requests all service provider agencies to review the document, validate the information and provide a written service assurance confirming their ability to provide the needed service in the timeframe requested.

**Other useful material** to support an applicant's Plan for Service includes any relevant material such as a cost-benefit analysis supporting the Plan for Service. Maps showing lines, connection points, pump stations, lift stations, points of contact to transmission lines, location of all related infrastructure are very helpful to LAFCo staff.