

Overview

In general terms, an annexation is the incorporation of land into an existing city or special district, with a resulting change in the boundaries of the annexing jurisdiction. For land to be annexed to a city in Contra Costa County, it must be within the boundaries of the applicable Urban Limit Line (ULL) and Sphere of Influence (SOI). In accordance with State law, SOI's are established by the Local Agency Formation Commission (LAFCO) to determine the ultimate service boundary of cities and special districts. Boundary changes may be initiated by cities or special districts, but require approval by LAFCO. In addition, LAFCO requires cities to "prezone" land prior to annexation. LAFCO is not permitted to specify how or in what manner the land shall be prezoned. LAFCO's decision regarding an annexation must be based on a city's General Plan and pre zoning.

Submittal Requirements

No application will be accepted for processing until one hard copy of the following information is submitted to the satisfaction of the Community Development Department.

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

1. Completed [Universal Application](#), signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. Applicable filing fees.
3. Detailed written statement describing the annexation and the reason for it. This should include documentation of all existing buildings and uses on the subject property.
4. Proposed zoning for the subject property and any applicable development standards.
5. Location map indicating the project site, adjacent properties, adjacent streets, and current and proposed City boundaries.
6. Site plan of the subject property, including all existing and proposed buildings, drawn to scale.
7. Preliminary title report for the subject property, no more than three months old at the time of submittal.
8. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.

Processing Time

Annexations are typically processed by the City in 6-9 months, depending on the complexity and scope of the subject property, as well as the applicable environmental review process. Once this process is complete, the application is forwarded to LAFCO for final action.

Public Hearings Required

Annexations require noticed public hearings before the Planning Commission and City Council, with the Planning Commission serving in an advisory capacity to the City Council regarding the annexation and corresponding prezone. The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.

Appeal Process

There is no applicable appeal process for annexations. If the Planning Commission recommends denial of the annexation or if it recommends approval of the annexation but denial of the prezone, the City Council will



ANNEXATION SUBMITTAL REQUIREMENTS

Planning Division

Revised: May 3, 2024

consider the application in a subsequent meeting, taking into account the Commission's recommendations. Decisions of the City Council are final.