

**COUNTY OF EL DORADO**

**POLICY AND PROCEDURE GUIDELINES FOR  
CREATION AND ADMINISTRATION OF  
ZONES OF BENEFIT WITHIN A  
COUNTY SERVICE AREA**

**AMENDED VERSION ADOPTED JUNE 2, 1987**

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**POLICY AND PROCEDURE GUIDELINES FOR CREATION  
AND ADMINISTRATION OF ZONES OF BENEFIT  
WITHIN COUNTY SERVICE AREAS**

**INTRODUCTION**

The purpose of these guidelines is to establish criteria for creating, operating and maintaining "zones of benefit" within county service areas of the County of El Dorado.

Zones of benefit may be established within a county service area to provide, in whole or in part, the extended services authorized pursuant to the "County Service Area Law" (Title 3, Division 2, Part 2, Chapter 2.2 of the California Government Code), provided that such extended services are authorized within the applicable county service area. The County Service Area Law will be referred to hereafter as the "Act". Section 25210.8 of the Act enables the County to establish zones of benefit within the service area.

There are two ways in which the formation of a zone of benefit may be initiated: 1) the Board of Supervisors may initiate formation proceedings by its own motion when it is determined that the broad interests of the County would be best served by such an action; 2) a second way is for a group of citizens to petition the Board of Supervisors to form such a zone of benefit. In cases where the benefits to be derived from the proposed extended services are limited to a specific geographical area or sub-area, proceedings to form a zone of benefit shall be initiated by the petition process.

## PART I

### INITIATION OF PROCEEDINGS BY THE BOARD OF SUPERVISORS

Proceedings for the establishment of a zone of benefit within a county service area may be instituted by the Board of Supervisors upon its own motion.

#### A. Adoption of Resolution of Intention

Within **thirty (30) days** of approving a motion to initiate proceedings, the Board shall adopt a resolution of intention to establish the zone of benefit. The resolution of intention shall:

1. State that a zone of benefit within an existing county service area is proposed to be established and state the boundaries of the territory (legal description) proposed for inclusion in the zone.
2. State the name proposed for the area in substantially the following form "Zone No. \_\_\_ of County Service Area No. \_\_\_".
3. State the type or types of extended county services proposed to be provided within the zone and state whether funds to provide such services will be provided by collecting a benefit assessment pursuant to Section 25210.77a of the Act, or by levying a special tax, or both. It shall also be stated that the benefit assessment or special tax shall be in an amount sufficient to pay for the proposed services, including administrative and miscellaneous costs incurred in providing such services.
4. Fix a time and place for a public hearing on the establishment of the zone which shall not be less than twenty (20) nor more than sixty (60) days after the adoption of the resolution.

#### B. Notice of Hearing; Publication

The Clerk of the Board of Supervisors shall **publish a notice of the hearing** pursuant to Section 6061 of the Government Code in a newspaper of general circulation in the County. Publication shall be complete at least **ten (10) days prior to the date of the**



**hearing.** The notice shall:

1. Contain the text of the resolution
2. State the time and place for the hearing
3. State that at the time of the hearing testimony of all interested persons for or against the establishment of the zone shall be heard.

## PART II

### INITIATION OF PROCEEDINGS BY PETITION

The property owners and/or registered voters within an area may initiate proceedings by making application to the County for the establishment of a zone of benefit within a county service area. The application to form a zone of benefit shall consist, at a minimum, of the submittal of the following documents: a petition containing the information discussed hereinbelow, a professionally prepared map of the proposed benefit zone, a boundary description of the proposed benefit zone, and a separate listing of the parcels to be included in the proposed zone.

The separate listing of parcels may be omitted if the proposed zone of benefit has the same perimeter boundary as another existing special district, school district or other governmental boundary line on record with the County and the State Board of Equalization.

#### A. Requirements of Petition

1. Where the proposed extended county services are to be provided on property currently owned by the County or on property for which there is an irrevocable offer of dedication to the County a petition to initiate proceedings for the formation of a zone shall:
  - a) State that a zone of benefit within an existing county service area is proposed to be established and state the boundaries of the territory (legal description) proposed for inclusion in the zone.
  - b) State the name proposed for the zone.
  - c) State the type or types of extended county services proposed to be provided within the zone and state whether funds to provide such services will be provided by collecting a benefit assessment pursuant to Section 25210.77a of the Act, or by levying a special tax, or both. It shall also be stated that the benefit assessment or special tax shall be in an amount sufficient to pay for the proposed services, including administrative and miscellaneous costs incurred by the County in providing such services.

The petition shall also provide:

- d) A statement that the proposed extended county services are to be

provided on property currently owned by the County or on property for which there is an irrevocable offer of dedication to the County, or on property for which there exists a recorded public road easement.

- e) Except as provided in subsections 2a-2c below relative to petitions for the formation of road service zones, the petition shall contain the signatures of not less than twenty-five percent (25%) of the registered voters within the proposed zone or of not less than twenty-five percent (25%) of the property owners in the proposed zone who also own not less than twenty-five percent (25%) of the assessed value of the land and improvements. No petition will be accepted for filing unless the signatures thereon have been secured within six (6) months of the date on which the first signature on the petition was affixed and such petition is submitted to the County for filing within sixty (60) days after the last signature is affixed.

- (1) Any petition filed under this section shall comply with Section 3516 of the California Election Code and shall be on forms provided by the County. Petitions filed representing the signatories as property owners, as opposed to registered voters, shall have said signature notarized by a Notary Public.

- f) A list of at least three (3) registered voters or property owners within the proposed zone to serve on the Citizens Advisory Committee. The Board in its discretion may either determine not to appoint an advisory committee at all or may appoint an advisory committee of such composition as it in its sole discretion determines.

- 2. With certain exceptions set forth in the Streets and Highways Code, the County of El Dorado **may not lawfully provide maintenance services on private roads** where the proposed extended county services, whether for maintenance of roads or otherwise, are to be provided on property which is not currently owned by the County or for which there is no irrevocable offer of dedication of such property to the County. In cases where the property is not owned by the County, is not recorded as a public road, or there does not exist an irrevocable offer of dedication of such property to the County, a petition to initiate

proceedings for the formation of a zone shall contain the information required above and shall also contain the following:

a) Signatures of one hundred percent (100%) of the property owners who own an interest in the property to be serviced together with a certification by each property owner that the property owner will sign an offer of dedication of the property to be serviced or maintained.

or

b) Signatures of not less than sixty seven percent (67%) of the property owners certifying their willingness to sign an irrevocable offer of dedication of the property, along with a list of those parcels whose owners are not willing to make an offer of dedication. The petition shall include a realistic estimate for the acquisition of the right-of-way including, but not limited to, the cost of property, appraisal, attorney fees and all other related costs. No public funds shall be expended on road services until such time as all right-of-way acquisition as been completed.

c) Offers of dedication shall include a grant deed of the fee or grant of easement with a definite and certain legal description, dedicating the right of way to the County of El Dorado, a title report prepared by a reputable title company, showing all interests of record in the property, and the certification of the County's Department of Transportation that the proposed dedication meets all the requirements of this policy.

(1) If an easement is granted to the County rather than fee title, provision shall be made giving the County the right to grant easements for the installation of public utilities within said road easement.

(2) If the Board of Supervisors accepts the dedication, the dedication and acceptance shall be conditioned with the statement that the roads are of local interest and the county service area will not be obligated to perform any services not otherwise funded through benefit assessments or a levy of a special tax approved by a two-thirds vote.

The dedication and acceptance shall be recorded at the time the

Resolution forming the benefit Zone is recorded.

- (3) All matters pertaining to right-of-way shall conform to the County's policies relating to acceptance of roads by the County for maintenance, as originally promulgated through Resolution 114-74 of the Board of Supervisors.

#### **B. Map Requirements**

1. Every map must clearly indicate all existing streets, roads and highways within and adjacent to the subject territory, together with the names of these thoroughfares.
2. Every map must clearly indicate for each road within the subject territory whether that road is a recorded public or private road; and for each length of roadway if the recorded easements are of a different nature within the subject territory.
3. Every map shall bear a scale and a north arrow. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before the reduction is made.
4. 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.
5. All maps must be professionally drawn or copied and bear the stamp of a licensed land surveyor or civil engineer. Rough sketches of maps or plats will not be accepted. A County Assessor's map is acceptable only when the entire zone can be shown on one (1) such map and it meets all other criteria set forth in these requirements. Two or more Assessor's maps cut and pieced together to make one map is not acceptable.
6. All maps must clearly identify each currently existing (existing at the time of the application) parcel within the proposed benefit zone. Said parcels are to be identified by Assessor's Parcel Number. If the zone is being proposed for a new subdivision wherein the new parcel alignment has not yet received APN assignment, the lot numbers used for maps submitted to the County Planning Department shall also be indicated.

### **C. Boundary Descriptions**

1. Every description must be 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 reference.
2. When writing a metes and bounds description of a contiguous zone, all of the contiguous portion(s) of the boundary must be stated. The points of intersect and departure from the existing boundary must be clearly stated.
3. A specific parcel description in sectionalized land (e.g., The SW 1/4 of Section 22, T11N, R12E) is permissible without a metes and bounds description of the perimeter boundary.
4. A parcel description making reference only to a subdivision or a lot within a subdivision is not acceptable, unless all dimensions needed to plot the boundaries are given on an accompanying plat. The relationship of lot lines with street right-of-ways must clearly be indicated.

### **D. Filing Fee**

The petition shall include a filing fee of two hundred dollars (\$200) to defray the initial costs of verifying the petition documents and holding the public hearings. The actual cost to the County of El Dorado for such purposes shall be determined and, if in excess of two hundred dollars (\$200), the excess shall be charged against the first revenues of the zone, if ultimately formed.

### **E. Verification of Petition**

The staff assigned to the program shall verify the signatures on the petition and determine that the required percentage of signatures has been met. Staff may call upon other departments in the County to verify this information.

### **F. Notice of Hearing**

1. Upon verification of the petition and other application documents the Clerk of the Board of Supervisors shall be requested to schedule a public hearing and to prepare and publish a notice of the hearing pursuant to Section 6061 of the Government Code in a newspaper of general circulation in the County. Publication shall be complete at least ten (10) days prior to the date of the

hearing. The notice shall:

- a) Contain the text of the petition
  - b) State the time and place for the hearing
  - c) State that at the time of the hearing testimony of all interested persons for or against the establishment of the zone shall be heard.
2. On zones formed for purposes of road services the notice shall be mailed to each property owner of record within the proposed zone and posted conspicuously at each entrance into the zone from a public road. In addition, the notice shall be posted at any courthouse, post office, school or other public building where public notice is customarily posted. Posting of notice shall be completed not less than **ten (10) days** prior to the hearing and shall be completed by petitioner.

**PART III**  
**PROCEEDINGS**

**A. Protests Against Establishment of Zone**

At the hearing, protests against the establishment of the zone, the extent of the area within the zone, or the furnishing of specified types of extended services within the zone may be made orally or in writing by any interested persons or taxpayers. The person making the protest shall state whether he or she is a registered voter residing within the proposed zone or whether he or she is a property owner within the proposed zone.

**B. Abandonment of Zone after Protest/Modification of Resolution**

If fifty percent (50%) or more of the registered voters residing within the territory to be included in the zone or the owners of fifty percent (50%) or more of the land and improvements in the territory proposed to be included in the zone file written protests against the establishment of the zone, the Board shall abandon the proposed establishment of the zone. If such majority protest is against only the furnishing of a specified type or types of extended services within the zone, those types of service shall be eliminated from the resolution finally establishing the zone.

**C. Hearing and Determination**

The hearing may be continued from time to time, but shall be **completed within sixty (60) days** from the date stated in the notice of the hearing. At the hearing, the following findings shall be made:

1. The extent to which the services described in the petition or resolution are extended County services, as defined in the Act.
2. The types(s) of services to be provided within the zone. The Board may eliminate one or more of the types of services specified in the petition or resolution, but may not include any types of services not specified in the petition or resolution.
3. The extent of any protest against the establishment of the zone or the furnishing of a specified type or types of extended services within the zone.
4. The boundaries of the proposed zone. In establishing the boundaries of the zone, the Board may alter the exterior boundaries of the zone to include less



territory than that described in the petition or resolution but it may not include any territory not described in the petition or resolution unless the owner of such territory agrees thereto in writing and the Board makes a finding that the inclusion of such territory will not increase the cost of providing the extended services to the owners of property currently within the boundaries of the proposed zone.

5. The estimated annual cost of the benefits to be levied against each parcel within the zone for the first year such services are to be provided.
6. The amount of the benefit assessments, which shall be reviewed and, if necessary, revised on an annual basis pursuant to Section 25210.77a of the Act.
7. That the charges to be levied are apportioned according to the estimated benefits from such service to be received by each parcel within the zone.
8. Whether, in the discretion of the Board, the establishment of the zone should be subject to confirmation by the voters of the proposed zone. If the Board does determine to hold such an election, the election shall be held pursuant to Section 25210.18a of the Act.
9. Whether land devoted primarily to agricultural or livestock uses and being used for the commercial production of agricultural or livestock products should be excluded from the zone pursuant to Section 25210.18 of the Act.
10. Whether an Advisory Committee should be appointed for the zone and, if so, the members of the Advisory Committee.
11. Whether a special tax shall be levied within the proposed zone and, if so, that an election shall be held within the zone to authorize the levy of the special tax and that such special tax must be passed by two-thirds (2/3) of the registered voters within the zone who vote at such election.

The resolution establishing the zone shall incorporate the above findings and shall state the name of the proposed zone in substantially the following form: "Zone No. \_\_\_ of County Service Area No. \_\_\_". If the Board finds that an election should be held on the establishment of the zone, or the question of levying a special tax within the zone, the resolution shall not take effect until confirmed by the voters as provided above.

Upon the adoption of a resolution establishing a zone without an election, the zone is

established for all purposes, subject only to compliance with the requirements of Chapter 8 (commencing with Section 54900), Part 1, Division 2, Title 5 of the Government Code and subject to the provision of Article 2.5 of the Act.

**PART IV**  
**ADVISORY COMMITTEE**

**A. Appointment and Term**

If the Board establishes an Advisory Committee for the zone, the Committee shall be appointed by and serve at the pleasure of the Board.

**B. Purpose**

The purpose of the Advisory Committee is to periodically meet with the property owners and residents within the zone to identify unmet service needs and evaluate the adequacy of the services provided.

**C. Meetings**

Advisory Committees shall meet at least four (4) times per year, at least one meeting shall be a general meeting of all interested property owners/residents. Announcement of all meetings is to be provided to all property owners and residents in accordance with California's Open Meeting Laws. Minutes of each meeting shall be kept and a copy forwarded to the County's designated staff person. The Advisory Committees shall comply with all state laws and County policies related to open meetings.

**D. Activities**

Advisory Committees make recommendations regarding the scope of services to be provided, compilation of the annual budget, the level of the annual benefit assessments to be placed on the tax roll, and other matters pertaining to the benefit zone.

**PART V**

**ADMINISTRATION OF ZONES OF BENEFIT**

**A. Annual Establishment of Amount of Benefit Assessment or Special Tax and Level of Service**

1. Each year during the budget preparation cycle the County's staff assigned to this program shall meet with representatives of the respective Advisory Committees to estimate the budget needs for the ensuing year. The resulting proposed budget and proposed benefit assessments and/or special taxes will be brought to the Board of Supervisors in the form of a public hearing in a timely manner as to enable the placement of the assessment or special tax on the tax roll by August 10 of each year.

The Department of Transportation shall have prepared a listing of all the parcels to be included in the assessment for each zone of benefit. This listing shall be made available to the public at least ten days prior to the public hearing.

Notice of the public hearing shall be given through publication in a newspaper in accordance with the procedures employed by the Board Clerk in like matters.

The notice shall:

- a) State the time and place of the hearing
  - b) State that a benefit assessment, or special tax is proposed to be levied upon the property to provide the specified service
  - c) State that testimony of all interested persons shall be heard on the levy of the charge or the special tax and the level of services provided.
2. For road service zones, if a consensus cannot be reached among benefit zone property owners as to the apportionment of assessments to properties the Department of Transportation shall prepare a report, itemizing the recommended

charge per parcel by apportioning the total cost of services to each parcel therein in proportion to the estimated benefits from such service to be received by each parcel. The Department shall be reimbursed from zone proceeds any and all expenses incurred in providing this service on behalf of the benefit zone.

3. Any property owner or registered voter residing within the zone may make oral or written comment on the cost of service, the level of service, or request changes in the cost or level of service provided.
4. At the conclusion of the hearing, the Board of Supervisors shall determine the annual benefit assessment per parcel pursuant to Section 25210.77a of the Act. If a special tax is levied within the zone, the Board may determine the amount of the special tax, provided that such amount shall not exceed the maximum amount authorized by the voters in the election establishing the special tax. The benefit assessment or special tax shall include a reasonable fee for administration costs incurred by the County, for the cost of obtaining insurance for the County and for such other reasonable costs incurred by the County in providing the service, including repayment of any advances made by the County to the zone plus any interest due the County.
5. Upon approval of the budget and parcel charge the Board of Supervisors shall direct the County Auditor-Controller - **not later than August 10th of each year** - to place Board approved and/or voter approved charges or special taxes on the Property Tax Roll.

#### **B. Budget and Accounting**

The County Auditor-Controller shall establish individual budgets and accounts for zones of benefit within a fund established for the County Service Area. Reports for these budgets shall detail expenditure and revenue collection activity and shall be made

available to the Service Area Coordinator and a designated member of the Advisory Committee on a monthly basis.

**C. Expenditure of Funds**

Except in cases where the Board of Supervisors has advanced funds to a zone pursuant to Section 25210.a of the Act and Section E below, no expenditures shall be made from a zone budget unless the expenditures are supported by actual revenue collection. The financial management of the zones of benefit shall be treated as any other department of the County. Expenditures may be made from zone funds in-so-far as the proposed expenditures have been approved by the Board of Supervisors and are represented in an approved line item budget.

1. Purchasing of services and/or supplies shall be done in accordance with State and County codes, policies and procedures. When the projected costs of any single project are expected to exceed five thousand dollars (\$5,000) formal written bids shall be sought and must be coordinated through and solicited by the office of the County Purchasing Agent. The Department of Transportation may be called upon to review and comment upon bid specifications and bid results and specifically whether the bid results are reasonable given the nature and the scope of the proposed project. Any costs incurred by the Department shall be reimbursed from the funds accruing to the zone.

Notwithstanding the above, Advisory Committees are encouraged to become actively involved in the seeking of competitive prices for services and supplies. In instances when formal bids are not required it is recommended that at least three (3) informal price quotes be sought and documented prior to submitting expenditure requests to staff.

#### **D. Advance of Funds**

In cases where it is desirable to begin road improvements before actual collections begin a zone of benefit may request and receive an advance equal to no greater than 85% of that year's estimated earnings. Where an advance is requested for a zone whose formation took place after the deadline to include charges on the tax roll, the 85% maximum shall apply to the first earnings of the zone in the following fiscal year. Any advance shall be repaid from the first subsequent earnings of the zone and no additional payments beyond the amount of the advance will be made for work performed until the advance is repaid in full and with interest as applied in accordance with County Policy.

No advances shall carry beyond two (2) fiscal year periods, including the year the advance is made. No advance shall be made until a public hearing is conducted and a Board resolution is adopted establishing the fee for the subsequent fiscal period.

## PART VI

### DISSOLUTION OF A ZONE OF BENEFIT

#### A. By Property Owners of Residents

1. Property owners or residents may request a zone be dissolved by submitting a petition signed by either fifty-one percent (51%) of the registered voters in the zone or by property owners of fifty-one percent (51%) or more of the assessed value of the land and improvements. Thereupon, a hearing shall be held and, upon verification of the signatures, the Board may adopt a resolution eliminating extended services or dissolving the zone. Notice of the hearing shall be given in the same manner as for the hearing to establish the zone.
2. After the resolution eliminating extended services and/or dissolving the zone is passed by the Board of Supervisors, the benefit assessment or special tax may continue to be collected until all existing debts or obligations, if any, are satisfied.
3. The petition to dissolve the zone shall include a filing fee of two hundred dollars (\$200) to cover the costs associated with the dissolution process. The actual cost to the County, including fees chargeable by the State Board of Equalization, shall be determined and, if in excess of \$200, the excess shall be charged against the remaining assets of the zone.

#### B. By Board of Supervisors

The Board of Supervisors may request a zone be dissolved because public convenience and necessity no longer require that the extended service be provided. Notice of the hearing shall be given in the same manner as the hearing to establish the zone.

1. The Board of Supervisors may adopt a resolution of intention to dissolve the



zone pursuant to the provisions of Section 25210.39 of the Act.

2. The Board of Supervisors shall hold a public hearing regarding the elimination of extended service. The Board may provide in the resolution dissolving the zone that final charges or special taxes shall be levied to satisfy existing debts or obligations of the zone.

## PART VII

### DETACHMENTS FROM A ZONE OF BENEFIT

#### A. By Property Owners

One or more owners of property within an existing zone of benefit may petition the Board of Supervisors to have their parcel(s) detached from the zone. The petition shall contain a listing of the parcels to be detached. If the detachment will result in the formation of a separate zone of benefit, the map and boundary description requirements set forth above shall apply.

1. A petition to detach from a zone of benefit shall include a filing fee of two hundred dollars (\$200) to defray the costs associated with these proceedings. State fees associated with detachments which result in second zone formation may be deferred until the first revenues accrue to the newly formed zone. Detachments not resulting in new formations shall not be recorded nor shall they become effective until petitioner provides County with sufficient funds to file the detachment with the State Board of Equalization.
2. Whether initiated by petition or by a motion of the Board of Supervisors, a public hearing for detachment proceedings shall be noticed in the same manner as the hearing to establish a zone.

**APPENDIX A  
KEY TIME FRAMES FOR ZONE FORMATION**

**Activity**

**Time Frame**

**BOARD INITIATION**

- |   |   |
|---|---|
| <b>1. Motion to Initiate</b>  | <b>Begins Process</b>                                     |
| <b>2. Adopt Resolution of Intention to Establish a Zone of Benefit</b>                    | <b>Within 30 days of Motion (#1 above)</b>                |
| <b>3. Notice of Public Hearing<br/>(Any required posting carried out by County)</b>       | <b>At least 10 days prior to Public Hearing</b>           |
| <b>4. Public Hearing</b>  | <b>20-60 days after adoption of Resolution (#2 above)</b> |
| <b>5. Public Hearing Completed Resolution of Formation Adopted or Formation Abandoned</b> | <b>Within 60 days of first hearing date</b>               |

**INITIATION BY PETITION**

- 1. Obtain Information Packet from Service Area Coordinator**

**Packet to Include:**

- a) Board's Policy & Procedure Guidelines**
- b) Petition Documents**
- c) Parcel Listing Form**

- |   |  |
|---|--|
| <b>2. Begin Obtaining Parcel Information, Maps, Petition Signatures, Offers of Dedication, Title Report</b> | <b>0-6 months between 1st &amp; last signature</b> |
| <b>3. Submission of Materials to Staff</b>  | <b>Within 60 days of date of last signature</b>    |

**Materials to include:**

- a) Petition Document with Irrevocable Offers of Dedication**
- b) Title Report showing all interests of record in property**
- c) Parcel Listing Form**
- d) Map of Proposed Zone (3 copies)**
- e) Legal Description of Boundaries of Zone**

<u>Activity</u>	<u>Time Frame</u>
4. <i>Petition Verification and Certification of Assorted Materials</i>	<i>Upon Receipt</i>
a) <i>Assessor: Parcel Information</i>	
b) <i>* Elections: Petition, Map, Boundary Description &amp; Parcel Information</i>	<i>*Elections only to confirm voter signature</i>
c) <i>Surveyor: Map, Legal Description</i>	
d) <i>Transportation: Offers of Dedication</i>	
5. <i>Date Set for Public Hearing by Clerk to Board of Supervisors</i>	<i>When all materials are verified/certified</i>
6. <i>Notice of Public Hearing To Newspaper by Board Clerk Posting Completed by Petitioners</i>	<i>At least 10 days prior to Public Hearing</i>
7. <i>Public Hearing Completed</i>	<i>Within 60 days of first date of Hearing</i>
a) <i>Zone Formed by Board Resolution</i>	
b) <i>Zone Formation Denied</i>	
c) <i>Board Sends Issue to Election</i>	
8. <i>Election Scheduled and Conducted Zone Formed or Denied as Result of Election</i>	<i>Within 90 days</i>

Additional Activities

*Documents to be Recorded and Filed with State Board of Equalization:*

*Board Resolution  
Map, and Legal Description*

*Submit Benefit Assessment and Budget Information to Auditor-Controller*

*By August 10 to have placed on tax roll*