

**PROCEDURE FOR ANNEXATION TO
LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT
NO. 89-1-CONSOLIDATED
FOR TRACT MAPS, PARCEL MAPS, PLOT PLANS, CONDITIONAL USE AND
PUBLIC USE CASES CONDITIONED TO ANNEX TO
A LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT
PRIOR TO RECORDATION OF MAP OR ISSUANCE OF BUILDING PERMIT**

Information regarding the formation and annexation of a new zone to Landscaping and Lighting Maintenance District No. 89-1-Consolidated (L&LMD No. 89-1-C), a countywide assessment district under the Landscaping and Lighting Act of 1972 (1972 Act) and State of California Proposition 218, the "Right to Vote on Taxes Act" is detailed below.

The 1972 Act permits the formation of L&LMD No. 89-1-C, and annexation to said district, to finance the installation, maintenance and servicing of landscaping, trails, fencing, irrigation, streetlights, traffic signals, bridge lights, graffiti abatement, bio-swales, and fossil filters through annual assessments on real property within the district. The annual assessment for each zone in L&LMD No. 89-1-C is based on the estimated specific benefit to each parcel, equivalent dwelling unit (EDU) or acre and not on property valuation.

The agency shall not impose an assessment if there is a majority protest. A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.

Each succeeding fiscal year the special assessment may be subject to an annual adjustment that is the greater of two percent (2%) or the cumulative percentage increase, if any, in the Consumer Price Index for all Urban Consumers ("CPI-U" or CPI-U for "electricity") for the Los Angeles-Riverside-Orange County California Standard Metropolitan Statistical area ("Index") published by the Bureau of Labor Statistics of the United States Department of Labor. The annual "CPI-U" adjustment will be based on the cumulative increase, if any, in the "Index" as it stands on March of each year over the base Index for March in the election year. Any increase larger than the greater of 2.0% or the "CPI-U" annual adjustment requires a majority approval of all the property owners in the annexed zone.

For maps that are conditioned to annex into a landscaping and lighting maintenance district, the following procedure is to be followed:

- **Developer** (property owner) will obtain a petition form from L&LMD No. 89-1-C staff in the Transportation Department by calling 951-955-6263, or by visiting our website at http://www.rctlma.org/trans/land_dev_special_assessments.html
- **Developer** will submit a set of improvement plans for reverse frontage along County maintained roads to Plan Check in the Transportation Department, as applicable to

the service to be provided through annexation: landscape, drainage, traffic signal, streetlight, bridge light, and/or street improvement.

- **Developer** will submit the following to L&LMD No. 89-1-C in the Transportation Department:
 - Processing fee made payable to County of Riverside
The processing fee is on a sliding scale based on total number of expected subdivided parcels and the number of types of improvements to be annexed.

| Total Number of Parcels | Base Fee | PLUS Per Parcel Fee | PLUS \$100 Per Improvement | Total Processing Fee |
|-------------------------|----------|---------------------|----------------------------|----------------------|
| 1 thru 10 | \$2,755 | \$25.00 | \$100 - \$800 | \$2,880 - \$3,805 |
| 11 thru 150 | \$3,684 | \$20.00 | \$100 - \$800 | \$4,004 - \$7,484 |
| 151 thru 400 | \$4,616 | \$10.00 | \$100 - \$800 | \$6,226 - \$9,416 |
| 401 thru 1,000 | \$5,547 | \$2.50 | \$100 - \$800 | \$6,650 - \$8,847 |

- A completed petition form
- Two sets of improvement plans as applicable to the service to be provided through annexation:

| Type of Service/Improvement | Type of Improvement Plans | Approval Needed |
|---|---------------------------------------|---|
| Landscape (includes parkways & medians) | Landscape | Must go through at least two L&LMD plan checks |
| Trails | Landscape | Must go through at least two L&LMD plan checks |
| Fence | Landscape | Must go through at least two L&LMD plan checks |
| Bio-Swales/BMPs | Landscape | Must go through at least two L&LMD plan checks |
| Fossil Filters | Storm Drain and/or Street Improvement | Must go through at least one plan check |
| Traffic Signal | Traffic Signal | Must go through at least one plan check (if installing) |
| Streetlight | Streetlight | Signed by Plan Check |
| Bridge Lights | Bridge Light | Signed by Plan Check |

- A copy of the prospective buyer’s disclosure statement as it relates to L&LMD No. 89-1-C assessment (tract map and parcel map projects)
- A copy of the final tract map or final parcel map (if applicable)
- A Streetlight Authorization Form from appropriate electricity provider **(if applicable, will be required prior to final/occupancy clearances)**

To: **County of Riverside Transportation Dept**
Attn: Brigitte Hahn
4080 Lemon St., 8th Floor
Riverside, CA 92501

- **Staff** will establish number of property owners who will receive benefit from L&LMD No. 89-1-C.

- **Staff** will calculate the estimated cost for annual maintenance of the service to be provided through annexation.
- **Staff** will prepare a Form 11 and Resolutions ordering the Engineer's Report declaring the intention to order the annexation of the new Zone to L&LMD No.89-1-C, giving notice of and setting the time and place of the public hearing on said proposed annexation, and ordering a mailed ballot "Special Election".
- **Staff** will prepare the Engineer's Report.
- **Staff** will appear before the Board of Supervisors seeking adoption of the above-mentioned resolutions.
- **Staff** will conduct the "Special Election" by mail.
- **Staff** will prepare Form 11s and a Resolution recommending the Board of Supervisors open the public hearing ordering the annexation of the new Zone to L&LMD No. 89-1-C, confirming the diagram of assessment for the new Zone and levying assessments on all assessable lots and parcels of land therein for the upcoming fiscal year.
- **Staff** will verify and tabulate returned ballots after the end of public hearing (**A 51% favorable response from the returned ballots is required for Board of Supervisors to approve the above-mentioned resolution**).
- If annexation of the new Zone to L&LMD No. 89-1-C is approved by the Board of Supervisors, the County Auditor-Controller will enter the lot or parcel assessment on the upcoming County Assessment Roll and the new annual assessment will appear on the property owner's tax bill (half of which is due December 10th of the same year).
- **Developer** will construct improvements to County standards.
- **Staff** will prepare an RFP and award the contract for maintenance of said improvements to the lowest bidder.
- The new Zone will be accepted into L&LMD No. 89-1-C for maintenance upon completion of the improvements by the **Developer** and passing final inspection by County **staff**.
- **Developer must maintain improvements until L&LMD No. 89-1-C has funds available to assume the maintenance responsibility and the improvements are constructed and approved by County staff. This can occur on/after February 1st, following the December 10th collection of assessments on the property tax bill the preceding year.**