

## ELSINORE VALLEY MUNICIPAL WATER DISTRICT ANNEXATION PROCEDURE

It is the District's practice to consider annexation requests whenever all required information is submitted, appropriate fees have been paid and whenever a finding is made by the Board of Directors that such annexation is in the best interests of the District's customers.

EVMWD receives imported water from Metropolitan Water District (MWD) through its member agency, Western Municipal Water District (WMWD). Because of this arrangement, no territory can be annexed into EVMWD without also annexing into the boundaries of WMWD and MWD. These annexations can be processed concurrently. After its Board takes action, WMWD is responsible for submitting all of the appropriate paperwork to MWD and to LAFCO. WMWD is most often the Lead Agency and MWD is the Responsible Agency through the Process. The process can take as long as 9 months to complete. **Please be advised that no grading water will be provided, no meters will be set and no occupancy permits will be issued until the annexation is complete.**

### **APPLICATION PROCEDURE:**

- A. **Submittal to EVMWD.** If not included herewith, Applications for annexation to the District can be obtained from the Local Agency Formation Commission (LAFCO) and shall be initiated with the following submittals:
1. Original written request for annexation to WMWD by landowner or petition signed by landowners representing not less than 5% of the designated territory to be annexed accompanied by an original and completed LAFCO Annexation Application.
  2. Agents or representatives acting on behalf of landowners must submit letters from landowners granting representation authority.
  3. Map and meets and bounds legal description of property to be annexed stamped by a registered civil engineer.
  4. Check in the full amount of the current EVMWD administrative and annexation fees.
  5. A County or City approved EIR, Negative Declaration or other proof of conformance with state and federal environmental requirements. (The EIR must mention annexation into the appropriate agencies. Please see CEQA information on subsequent page.)

6. Submittal of Plan of Service (please see below). Plan of Service examples can be provided upon request.
- B. **EVMWD Approval.** Following investigation and approval by the General Manager, a recommendation, CEQA finding and appropriate resolutions will be prepared and scheduled for the next regular meeting of the Board of Directors. If concurrent annexation to WMWD and MWD is necessary, original documents submitted will then be forwarded to WMWD, along with Board-approved documents from EVMWD.
- C. **Concurrent Annexations.** Upon receipt of the appropriate submittals, Staff will notify WMWD of the annexation request. In most cases, WMWD will act as the conducting authority in the remainder of the annexation process. Before WMWD can take action, additional documents are required. (Please see Attachment A for more information.)
- D. **Property Tax Exchange.** All annexations are contingent upon the successful completion of property tax revenue negotiations with the County of Riverside. Sections (5) and (6) of the Property Taxation Code state:

“In the event that jurisdictional change would affect the service area or service responsibility of one or more special districts, the board of supervisors of the county or counties in which the districts are located shall, on behalf of the district or districts, negotiate any exchange of tax revenues.

Notwithstanding any other provision of law, the executive office (of the Local Agency Formation Commission) shall not issue a certificate of filing pursuant to Section 56828 of the Government Code until the local agencies included in the tax revenue exchange negotiation, within the 30 day negotiation period, present resolutions adopted by each such county and city whereby each county and city agrees to accept the exchange of tax revenues.”

## **FEES**

EVMWD’s current annexation charge is \$3,415 per acre, and a \$750 non-refundable administrative fee per annexation application to cover the cost of processing. Attachment B is a copy of EVMWD Administrative Code Section 1900, describing the fee per acre and method of calculation. This amount may be reviewed and amended each year.

## **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

Since Metropolitan will act as a responsible agency for the project (annexation), it is recommended that that fact be mentioned in the project description section of the Mitigated Negative Declaration or any other findings.

Another paragraph in the Initial Study and Environmental Checklist needs to be added as well, most appropriately under Utilities and Service Systems, stating something similar to the following:

“Annexations to Western Municipal Water District, Elsinore Valley Municipal Water District and the Metropolitan Water District of Southern California will be necessary before water service is established for the subject reorganization. A condition of these annexations is the imposition of the standby charges. Overall, these annexations are administrative and fiscal actions, which do not result in a tangible change in the physical environment. Therefore, annexation impacts to the utility and service systems would be less than significant.”

This will assist Metropolitan’s review and approval process when the time comes for their Board to take action.

### **PLAN FOR SERVICE**

Submittal of a Plan for Service is required by LAFCO. This document will summarize information relating to the development, some of which will be duplicated in the Water Use Efficiency Guidelines and some will be supplemental information to the Guidelines. Please submit your Plan of Services to EVMWD within two months of payment of EVMWD’s annexation and administrative processing fees.

### **WATER USE EFFICIENCY GUIDELINES**

It is recommended that MWD and WMWD be contacted to learn about current incentives offered to developers and survey information required from MWD.

## CONTACT INFORMATION

- Contact Elsinore Valley Municipal Water District Engineering staff or Terese Quintanar for more information regarding the annexation process.

31315 Chaney Street  
Lake Elsinore, CA 92530  
PH: (951) 674-3146 x 8223  
FAX: (951) 674-9872

- Contact Crystal Craig at LAFCO, located in Riverside, CA for an application packet. This will save you time from completing multiple forms.

6216 Brockton Ave suite 111-b, Riverside, CA  
PH: (951) 369-0631  
FAX: (951) 369-8479

For a complete annexation packet, go to:

[http://www.lafco.org/opencms/resources\\_links/](http://www.lafco.org/opencms/resources_links/)

- Contact Mallory Gandara at Western Municipal Water District (WMWD), located in Riverside, CA to inquire about procedures and fees related to annexing into WMWD and Metropolitan Water District (MWD). Mallory is able to quote LAFCO's fees in addition to fees charged by the State Board of Equalization.

14205 Meridian Parkway  
Riverside, CA 92508  
PH: 951.571.7296  
FAX: (951) 780-3837  
MGandara@wmwd.com

## ANNEXATION FEES & CHARGES

(Provided for general information. Subject to change without notice)

Metropolitan W.D. (MWD)	Processing Fee	\$5,000
	Annexation Charge per acre	3,926
Western Municipal W. D. (WMWD)	Processing Fee	\$5,000
Eastern Municipal W. D. (EMWD)	Processing Fee	\$1,500
Elsinore Valley Municipal W.D. (EVMWD)	Processing Fee	\$ 750
	Annexation Charger per acre	\$3,415
State Board of Equalization	Annexation Charge per acre	
	<u>Acres</u>	
	<1	\$ 300
	1 – 5	350
	6 - 10	500
	11 - 20	800
	21 - 50	1,200
	51 - 100	1,500
	101 - 500	2,000
	501 – 1,000	2,500
	1,001 - 2,000	3,000
	2001+	3,500

Riverside County Recording Fee: \$50

This information is intended to provide general idea of costs.  
Individual agency fees are subject to change. August 2018