

Annexation Fee Submittal Sheet

Annexation: _____	Address: _____
Petitioner: _____	Phone: _____
Fees by: _____	Date: _____ Checked by: _____

**1. TOWN ANNEXATION FEE:**

Make check payable to the Town of Los Gatos

a. 1 Lot	Account No. PLANNEX1	\$	3,010.00
i. Computer Service Fee (4%)	Account No. PLTRACK	\$	120.40
ii. Laserfiche Fee (30 pages @ \$1.25/page)	Account No. PLMICRO	\$	37.50
iii. Advertising Deposit (unused portion to be refunded)	Account No. PLANNEX		Actual Cost (\$500.00 minimum deposit)
 b. 2 Lots	Account No. PLANNEX1	\$	1,505.00
i. Computer Service Fee (4%)	Account No. PLTRACK	\$	60.20
ii. Laserfiche Fee (30 pages @ \$1.25/page)	Account No. PLMICRO	\$	43.75
iii. Advertising Deposit (unused portion to be refunded)	Account No. PLANNEX		Actual Cost (\$500.00 minimum deposit)
 c. 3 Lots	Account No. PLANNEX1	\$	1,005.00
i. Computer Service Fee (4%)	Account No. PLTRACK	\$	40.20
ii. Laserfiche Fee (30 pages @ \$1.25/page)	Account No. PLMICRO	\$	50.00
iii. Advertising Deposit (unused portion to be refunded)	Account No. PLANNEX		Actual Cost (\$500.00 minimum deposit)
 d. 4 Lots	Account No. PLANNEX1	\$	755.00
i. Computer Service Fee (4%)	Account No. PLTRACK	\$	30.20
ii. Laserfiche Fee (30 pages @ \$1.25/page)	Account No. PLMICRO	\$	56.25
iii. Advertising Deposit (unused portion to be refunded)	Account No. PLANNEX		Actual Cost (\$500.00 minimum deposit)
 e. 5 Lots or More (100% consent)	Account No. PLANNEX1	\$	600.00
i. Computer Service Fee (4%)	Account No. PLTRACK	\$	24.00
ii. Laserfiche Fee (30 pages @ \$1.25/page)	Account No. PLMICRO	\$	93.75
iii. Advertising Deposit (unused portion to be refunded)	Account No. PLANNEX		Actual Cost (\$500.00 minimum deposit)

**2. COUNTY SURVEYOR'S FEE:**

Make check payable to Santa Clara County Surveyor	\$	2,310.00
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**3. SANTA CLARA COUNTY ASSESSOR:**

Make check payable to Santa Clara County Assessor	\$	75.00
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(Fee based on hourly charge by Mapping Division of County Assessor's Office. Any fee beyond this one hour minimum must be paid before your annexation will be cleared by the Assessor's Office.)

**4. FEES TO OTHER PUBLIC AGENCIES:**

(Due before Town Council meeting is scheduled, and after description & map have been approved by the County Surveyor's Office.)

a. L.A.F.C.O	\$	1,367.00
b. State Board of Equalization		
i. Less than 1 acre	\$	300.00
ii. 1 - 5 acres	\$	350.00
iii. 6 - 10 acres	\$	500.00
iv. 11 - 20 acres	\$	800.00
v. 21 - 50 acres	\$	1,200.00
vi. 51 - 100 acres	\$	1,500.00



**TOWN OF LOS GATOS**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
PHONE (408) 354-6874  
FAX (408) 354-7593

CIVIC CENTER  
110 E. MAIN STREET  
LOS GATOS, CA 95030

### ANNEXATION CHECKLIST

**CHIEF PETITIONERS:**

(1) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

(2) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

(3) NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

**SURVEYOR WHO PREPARED DESCRIPTION & MAP:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NO.: HOME (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_

**ITEMS TO BE SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT:**

- Original Petition for Annexation (completed & signed)
- Supplemental Petition for Annexation (if needed)
- Annexation Check List
- 4 "wet" stamped copies of the Description and Map (8 1/2" X 11" or 11" X 17") of all properties to be annexed, prepared by Licensed Surveyor or Engineer
- Town Annexation fee (see Fee Sheet)
- County Surveyor's Annexation Review Fee (\$2,310)
- County Assessor's Annexation Review Fee (\$75)