



CITY OF EL CAJON

PROCEDURE FOR ANNEXATION (Uninhabited Annexation) 100% Consent

1. Preliminary discussion of proposed annexation with staff and determination of the existence of any major problems.
2. File application and appropriate fees necessary for rezoning. (It takes approximately 60 days for rezoning to reach City Council for consideration.)
3. File application for annexation with Planning Division, City of El Cajon. (Application can be submitted at the time of the first reading of ordinance approving rezoning.)
4. Proposed annexation reviewed by all appropriate City departments (15 days).
5. Application and City comments forwarded to Local Agency Formation Commission (LAFCO) for consideration.
6. Application processed and reviewed by LAFCO staff.
7. Application considered by LAFCO who may approve, modify, or deny request (LAFCO meets on the first Monday of every month). (30-60 days including Step 6)
8. If approved by LAFCO, applicant files petition for annexation and required fees with City Clerk, City of El Cajon.
9. Request for annexation considered by City Council.
10. Any conditions of approval by City Council must be satisfied prior to annexation becoming final.
11. Annexation final when filed with County Recorder's office (approximately 60 days after City Council approval).

NOTE: The average length of time required to process an uninhabited annexation (from rezoning to recordation) is approximately six (6) months. This time period may be shortened or lengthened depending upon the peculiarities of the annexation.

An inhabited annexation or an uninhabited annexation without 100% consent may require from 7-9 months from start to finish. This timing also depends upon the peculiarities of the annexation.