

**ANNEXATION REQUEST FORM  
FOR COMMUNITY FACILITIES DISTRICT (CFD) FORMATION  
FOR COMMERCIAL/INDUSTRIAL/ MULTI-FAMILY (CIMF)  
FEATURE MAINTENANCE**

**CITY OF FRESNO, DEPARTMENT OF PUBLIC WORKS  
Traffic & Engineering Services Division**

Date: \_\_\_\_\_

As a representative of the owner of at least 10% of the land within the below referenced subdivision, I am hereby requesting annexation into a City of Fresno CFD for the purposes of maintenance and replacement of the features specified below.

**\*Package considered complete when all information has been filled in and the listed items below have been submitted.**

**APPLICANT COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**OWNER COMPANY NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATORY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SITE PLAN NUMBER:** \_\_\_\_\_

**C.U.P. NUMBER:** \_\_\_\_\_

**FINAL TRACT MAP NO.** \_\_\_\_\_

**FINAL PARCEL MAP NO.** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

Is this Map part of a phased development? \_\_\_\_\_

**ALL ITEMS LISTED BELOW MUST BE SUBMITTED WITH THE REQUEST PACKAGE  
AS APPLICABLE**

\_\_\_\_ Engineers quantified estimate of listed items to be included for maintenance (to include the items below) Additional information may be required

- \_\_\_ Total Square Feet per each Taxable Lot
- \_\_\_ A copy of the approved Conditions of Approval w/all attachments
- \_\_\_ One copy of the Site Plan and /or C.U.P. **This plan shall show all features to be maintained identified and located.**
- \_\_\_ One copy of the approved Tentative Map (If Applicable)
- \_\_\_ One copy of the **\*Technically Correct Final Map. Must have all required landscape areas and all additional features identified and located.** (If Applicable)
- \_\_\_ One set of **\*Technically Correct Landscape Plans** (If Applicable)
- \_\_\_ One set of **\*Technically Correct Street Construction Plans**
- \_\_\_ One set of **\*Technically Correct Street Light Plans**
- \_\_\_ Send electronic CAD drawing of Final Map or Site Plan (to include details of all items to be maintained) to [Luis.Gonzalez@fresno.gov](mailto:Luis.Gonzalez@fresno.gov)
- \_\_\_ Detailed plans for all other features to be included for maintenance (ie. Stamped concrete, sound walls, etc.) Include specifications and cost estimates for nonstandard items to be reviewed and approved
- \_\_\_ Completed Levine Act Disclosure Statement forms

**\*Technically Correct** shall mean that CFD maintained quantities are not subject to change after acceptance for processing

For questions regarding submittal requirements please contact Adrian Gonzalez at (559) 621-8693 or [Luis.Gonzalez@fresno.gov](mailto:Luis.Gonzalez@fresno.gov)

***I am requesting the following items to be maintained by the CFD:***

**STANDARD MAINTAINED LANDSCAPING AND FEATURES WITHIN CITY RIGHTS-OF-WAY:**

**\*Exceptions: Required public trail easements and landscape easements located between required sound walls and City rights-of-way**

- \_\_\_ Landscaping and Irrigation Systems (SF)
- \_\_\_ All Approved Trees (EA)
- \_\_\_ Median Island Hardscaping (SF)

\_\_\_\_ Sidewalks (SF), \_\_\_\_ Curbs and Gutters (LF), \_\_\_\_ Curbs (LF), \_\_\_\_ Valley  
Gutters (SF), \_\_\_\_ Curb Ramps (SF), \_\_\_\_ Street Paving (SF)(Local  
Streets Only), \_\_\_\_ Street Lights (EA), \_\_\_\_ Street Name Signage (EA)  
(Local Streets Only)  
\_\_\_\_ Designated City Trail(s): Trail (SF), Landscape & Irrigation (SF), Trees  
(EA), Amenities, i.e. benches, lighting etc.

**NONSTANDARD ITEMS:**

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**\*All nonstandard items subject to approval by the Engineer of Work at Public Works  
Department (559) 621-8650**

Submit a complete CFD request package to Traffic and Engineering Services Division for review. **Seven (7)** working days are allowed for reviewing the submittal package for completeness at which time determination will be made for acceptance of the request for processing. **All Construction Plans, CUP or Site Plan, and/or Final Map shall be \*Technically Correct prior to acceptance for processing.** The applicant will be contacted if any additional information is needed for acceptance.

**I UNDERSTAND THAT, FOLLOWING ACCEPTANCE FOR PROCESSING, ANY  
CHANGES TO THE AMOUNTS OR TYPES OF FEATURES WILL CAUSE DELAYS AND  
WILL REQUIRE ADDITIONAL PROCESSING CHARGES.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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**ACCEPTED FOR REVIEW**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ **\$3,600.00** Processing Charge CM/AR Number: \_\_\_\_\_

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**ACCEPTED FOR PROCESSING**

Signature \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM IS A PUBLIC RECORD

**LEVINE ACT DISCLOSURE STATEMENT FOR  
LICENSES, PERMITS, OR OTHER ENTITLEMENTS FOR USE  
(DEVELOPMENT)**

Background: California Government Code § 84308, commonly referred to as the "Levine Act," prohibits City Officers from participating in any proceeding concerning a license, permit, other entitlement for use, franchise, or contract (collectively "license, permit, or contract") if they receive campaign contribution(s) from a Party or Participant to the proceeding, or their Agents, totaling more than \$500 in the preceding 12 months. The Levine Act also prohibits City Officers from accepting, soliciting, or directing campaign contributions over \$500 from Parties or Participants to a proceeding, or in any amount by their Agents, while a proceeding is pending and for 12 months following the final decision in a proceeding. See definitions of Party, Participant, and Agent in the Definitions attached.

Levine Act requirements apply when the City Officer or the body of which they are a member has the authority to make any decision or recommendation in the proceeding. City Officers include City elected or appointed officers, their alternates, and any candidate for elective office. City Officers are listed at the following sites:

- *City elected officers* - <https://www.fresno.gov/cityofficials/>
- *Board members and Commissioners* - <https://www.fresno.gov/cityclerk/#boards-&-commission-application>

**Parties are responsible for reviewing and disclosing on the record of a proceeding their and their Agent's campaign contributions to City Officers over \$500 in the 12 months preceding any decision rendered by the agency. A "Party" to a proceeding means the applicant as well as the subject of the proceeding.**

Both the applicant and the subject of a proceeding are required to provide information about campaign contributions to City Officers made by them, their Agents on behalf of them or their organization(s), their organization(s) subject to the proceeding with the City, and any organization they direct or control pursuant to the aggregation rules set forth by [FPPC Reg. § 18438.5](#), except for uncompensated officers of a nonprofit organization. When a closed corporation is a Party or Participant to a proceeding subject to the Levine Act, the majority shareholder is subject to the disclosure and prohibition requirements of the Levine Act.

**DISCLOSURES**

Applicants and subjects of proceedings are responsible for reviewing the names of the City Officers and aggregation rules linked above prior to making the following disclosures:

**FOR THE APPLICANT:** Have you or your company, or any Agent on behalf of you or your company, or any organization you direct or control, made campaign contributions of more than \$500 to a City Officer in the 12 months preceding the date of the submission of your bid or proposal, or the anticipated date of any action by a City Officer related to this proceeding?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please identify the City Officer(s), Contributing Entity and if they are a Party or an Agent, and date(s) of contribution(s) in the spaces below:

|                         |                     |                            |
|-------------------------|---------------------|----------------------------|
| City Officer(s) Name(s) | Contributing Entity | Date(s) of Contribution(s) |
|-------------------------|---------------------|----------------------------|

|       |       |       |
|-------|-------|-------|
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| <hr/> | <hr/> | <hr/> |

APPLICANT'S NAME: \_\_\_\_\_  
(Submit with Application)

FOR THE ENTITY OR PERSON THAT IS THE SUBJECT OF PROCEEDING: Have you or your company, or any Agent on behalf of you or your company, or any organization you direct or control, made campaign contributions of more than \$500 to a City Officer in the 12 months preceding the date of the submission of your bid or proposal, or the anticipated date of any action by a City Officer related to this proceeding?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, please identify the City Officer(s), Contributing Entity and if they are a Party or an Agent, and date(s) of contribution(s) in the spaces below:

| City Officer(s) Name(s) | Contributing Entity | Date(s) of Contribution(s) |
|-------------------------|---------------------|----------------------------|
|-------------------------|---------------------|----------------------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Answering yes to the question above does not preclude the City of Fresno from awarding a license, permit, or contract or taking any subsequent action related to the proceeding.

#### ENTITY OWNERSHIP

To facilitate City Officials' compliance with the Levine Act, the City requests Parties (both applicants and subjects of the proceeding) disclose the ownership of their companies or entities they control. **Applications will not be denied if this information is not provided, but the disclosure above is legally required.**

Name of **Applicant**:

\_\_\_\_\_

Address:

\_\_\_\_\_

List the names of all principals, partners, and/or trustees. For corporations, provide names of officers, directors, and all stockholders owning more than 10% equity interest in corporation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_  
(Submit with Application)

Name of the entity or person that is the **Subject of Proceeding**:

\_\_\_\_\_

Address:

\_\_\_\_\_

List the names of all principals, partners, and/or trustees. For corporations, provide names of officers, directors, and all stockholders owning more than 10% equity interest in corporation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SIGNATURES

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Entity or Person that is the Subject of the Proceeding

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEVINE ACT DISCLOSURE STATEMENT**  
**DEFINITIONS**

| <b>Term</b>                         | <b>Definition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Law</b>                                                                           |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Covered Proceedings</b>          | A license, permit, or other entitlement for use, meaning all business, professional, trade, and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts, and all franchises. Including a proceeding to grant, deny, revoke, restrict, or modify a license, permit or other entitlement for use, that does not solely involve purely ministerial decisions and is:<br><br>(1) Applied for by the party;<br><br>(2) Formally or informally requested by the party; or<br><br>(3) A contract between the agency and the party or a franchisee granted by the agency to the party, <u>other than those</u> competitively bid, labor contract, personal employment contract, valued under \$50,000, between two or more agencies, where no party receives financial compensation, periodic review of or renewal of a development agreement with no material changes; or a periodic review or renewal of competitively bid contracts (unless material modifications or amendments valued at >10% value of the contract \$50,000, whichever is less). | <a href="#">FPPC Reg 18438.2(a)</a>                                                  |
| <b>Party</b>                        | Any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <a href="#">Gov. Code 84308(a)(1)</a>                                                |
| <b>Participant</b>                  | Any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <a href="#">Gov. Code 84308(a)(2); see also FPPC Reg. 18348.4</a>                    |
| <b>Agent</b>                        | A person who represents a party or participant for compensation and appears before or otherwise communicates with the governmental agency for the purpose of influencing the pending proceeding.<br><br>See FPPC Reg 18438.3 for exceptions for certain consultants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <a href="#">FPPC Reg 18438.3</a>                                                     |
| <b>Competitively Bid</b>            | Competitively bid contracts are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process. A contract required by law to be awarded to the lowest responsible bidder with a responsive bid, or, if the successful bidder refuses or fails to execute the contract, to the next lowest responsive bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="#">Gov. Code 84308(a)(5)(B)</a> ; <a href="#">FPPC Reg 18438.2(a)(3)(A)</a> |
| <b>Labor Contract</b>               | A contract or agreement reached through collective bargaining or with a representative group regarding the salary, benefits, or terms and conditions under an employment or retirement policy for employees or retirees, including a project labor agreement entered under Public Contract Code Section 2500.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="#">FPPC Reg 18438.2(a)(3)(B)</a>                                            |
| <b>Personal Employment Contract</b> | A contract for employment, including the terms and conditions of employment, between the agency and an agency employee. A contract with an independent contractor is NOT a personal employment contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <a href="#">FPPC Reg 18438.2(a)(3)(C)-(D)</a>                                        |

Additional information on the Levine Act: <https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/84308/Section%2084308%20and%20Parties%20and%20Participants%20Guide.pdf>