

Date

Ms. Yolanda Macalalad, Senior Civil Engineer
Special Projects Section, Public Works Department
City of Corona
400 S. Vicentia Avenue
Corona, CA 92882

SUBJECT: LMD 84-2, Zone _____ Annexation
RE: Tentative Tract Map No/Parcel Map No./Site Plan _____

This letter serves as a request for the above referenced property to be annexed to the boundary of the LMD 84-2 Zone _____ for benefit generated from the landscape areas maintained by the district. Enclosed with this letter are the following documents required to initiate the process:

1. Three copies of completed Owner's Information Sheet (**Form SP-01**)
2. One original and two copies of notarized petition(s) (**Form SP-02e**), signed by the owners, requesting that the City Council initiate the proceedings to annex to the district.
3. One original and two copies of notarized acknowledgment (**Form SP-04e**) completed by the property owners.
4. Three full size copies of:
 - Approved tentative Tract Map/Parcel Map for projects under subdivision review process, or
 - Approved Site Plans or recorded Boundary Maps or Lot Line Adjustments for others
5. Three copies of applicable or City Council's conditions.
6. One original and two copies of metes and bounds legal descriptions (8 ½" x 11" format), prepared by a licensed Civil Engineer or Land Surveyor including plat map.
7. One original and two copies of an 8 ½" x 11" Exhibit map prepared by a licensed Civil Engineer showing the number of lots, total landscape acreage (if any) for district maintenance, and total project acreage.
8. Three copies of title reports prepared within three months from the date of submittal of the request to annex.
9. An initial deposit of \$8,000 to compensate the City for all costs incurred in conducting proceedings to annex the property.
10. A check for \$1,840 to pay for the flat fee for the annexation.

It is our understanding that any unused funds from the deposit provided will be returned to us. Similarly, if the total cost of labor and material for district annexation exceeds the deposit provided, we will be required to put in additional deposit to fund the difference.

Authorized Signature