



City of Menifee

29714Haun Rd. • Menifee • CA • 92586
(951) 672-6777
www.cityofmenifee.us

Document Submittal List for Annexation into Community Facilities District 2015-2 (Maintenance Services)

1. A cover letter from must accompany package (**Sample Cover Letter**).
2. Three copies of completed Owner's Information Sheet (**Form – Annexation 01**).
3. Three copies of completed Development Quantity Information Sheet (**Form – Development 01**). Include all Property Owner Association quantities. Direct questions regarding this item to Albert A. Webb Associates – Richard Wall (951) 320-6083.
4. One original and two copies of notarized petition(s) (**Petition Form**), signed by the owners, requesting that the City Council initiate the proceedings to form to the district.
5. One original and two copies of notarized acknowledgment (**Acknowledgement Form**) completed by the property owners.
6. Three full size copies of:
 - Approved tentative Tract Maps or Parcel Maps for projects under subdivision review process, or
 - Approved Site Plans or recorded Boundary Maps or Lot Line Adjustments for others
7. Three copies of applicable or City Council's conditions.
8. 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 a plat map (**see Sample 1**).
9. One original and two copies of an 8 ½" x 11" Maintenance Exhibit map prepared by a licensed Civil Engineer showing the number of lots, total landscape acreage, drainage facilities, type and number of streetlights, traffic signals, streets & pavement, any/all other facilities not listed above to be maintained, and total project acreage (**see Sample 2**).
10. Three copies of title reports prepared within three months from the date of submittal of the request to annex.
11. One check of: \$14,000 flat fee is required at the time of document submittal. Any unused funds from the \$14,000 deposit will be returned to the developer/owner. If the initial deposit is not sufficient to cover the cost of the annexation, an additional deposit maybe required from the developer/owner.

Date

Director of Public Works / City Engineer
Attn: Jonathan G. Smith, PE, QSP/QSD
City of Menifee
29714 Haun Road
Menifee, CA 92586

SUBJECT: CFD No. 2015-2 (Maintenance Services) Annexation
RE: Tentative Tract Map No. (or Parcel Map No.) _____

This letter serves as a request for the above referenced property to be annexed within the boundary of the CFD No. 2015-2 (Maintenance Services) for general benefit from or maintenance of landscape and lighting of parks, parkways, streets, roads and open spaces, and maintenance and operation of storm drainage facilities, and other public or private services permitted in the area surrounding the subject project. Also enclosed with this letter are the following documents required to initiate the process:

1. Three copies of completed Owner's Information Sheet (**Form -01**)
2. One original and two copies of notarized petition(s) (**Petition Form**), signed by the owners, requesting that the City Council initiate the proceedings to create a community facilities district.
3. One original and two copies of notarized acknowledgment (**Acknowledgement Form**) completed by the property owners.
4. An initial deposit of \$14,000 to compensate the City for all costs incurred in conducting proceedings to annex the property.

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 Here

PARCEL/OWNER INFORMATION SHEET

Today's Date: _____

Please fill in the following information that is needed for the community facilities district creation:

1. Property Information

Tract or Parcel Map No. _____

<u>Assessor's Parcel Number(s)</u>	<u>Acres</u>	<u>Land Use (Circle One & Fill In Information)</u>
_____	_____	1. Single-family Residential <i># of Lots at Buildout</i> ____
_____	_____	2. Multi-family Residential <i># of Units at Buildout</i> ____
_____	_____	3. Commercial _____ <i>Net Acres</i>
_____	_____	4. Industrial _____ <i>Net Acres</i>
_____	_____	5. Religious _____ <i>Net Acres</i>

2. Contact Information - Owner

Name _____
Phone No. _____
Fax No. _____
Address _____

3. Contact Information - Development Manager

Name _____
Phone No. _____
Fax No. _____
Address _____

4. Information Needed for Balloting Process

Company Name

A _____ Corporation

By:

Signatory: _____

The Person to Who's Attention the Ballot Should Be Sent

Address:

Attention:

5. Property Status

Do you plan to sell any of the property within the next 6 months?

If yes, when is escrow scheduled to close?

When are the first closings to individual homeowners scheduled to occur?

CITY OF MENIFEE
Development Quantity Worksheet



Development Name _____
 Tract Number _____
 Total Estimated Units _____
 Total Gross Acres _____
 Total Residential/Commercial Lot Acres _____

Landscaping	Acreage	SF	Qty	*POA Maint?
Street Frontage				
Medians				
Open Space				
Slopes				
Trees (Qty)				
Other Not Listed (Please Specify) _____				

Streets & Pavement	Acreage	SF	LF	*POA Maint?
Street (LF) - Interior				
Street (LF) - Perimeter				
Pavement Total Area (SF)				
Other Not Listed (Please Specify) _____				

Streetlights	Qty	*POA Maint?
LED Lighting	----	----
Type 1 - _____ Watts		
Type 2 - _____ Watts		
Type 3 - _____ Watts		
Other Not Listed (Please Specify) _____		

Traffic Signals	Qty	*POA Maint?
Traffic Signal		
Other Not Listed (Please Specify) _____		

Drainage Quantities	SF	LF	Qty	*POA Maint?
Detention/Debris Basin (SF) & (Qty)				
Curb Inlet Catch Basin (Qty)				
Fossil Filter (Qty)				
Storm Drain Pipe (LF)				
Other Not Listed (Please Specify) _____				

Drainage - Best Management Practice (BMP) Plan Description

Parks	Acreage	*POA Maint?
Neighborhood Specific		
Community Wide		
Other Not Listed (Please Specify) _____		

Trails	Acreage	SF	LF	*POA Maint?
DG				
Concrete				
Dirt				
Other Not Listed (Please Specify) _____				

Notes:

*Please include all improvement quantities that will be included in the development regardless of the planned maintenance responsibility. Signify "Yes" or "No" if the improvements are planned to be maintained by a Property Owner Association. Failure to complete this form completely will result in delays of the annexation process.

PETITION TO THE CITY COUNCIL OF THE CITY OF MENIFEE REQUESTING ANNEXATION OF PROPERTY TO COMMUNITY FACILITIES DISTRICT NO. 2015-2 (MAINTENANCE SERVICES) AND A WAIVER WITH RESPECTS TO CERTAIN PROCEDURAL MATTERS UNDER THE MELLO-ROOS COMMUNITY FACILITIES ACT OF 1982 AND CONSENTING TO THE LEVY OF SPECIAL TAXES THEREON TO PAY THE COSTS OF SERVICES TO BE PROVIDED BY THE COMMUNITY FACILITIES DISTRICT

1. THE UNDERSIGNED OWNER requests that the City Council of the City of Menifee, initiate and conduct proceedings pursuant to Article 3.5 (commencing with Government Code Section 53339) of the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5 (commencing with Section 53311) of Part I of Division 2 of Title 5 of the California Government Code, for the annexation of the property described below to Community Facilities District No. 2015-2 (Maintenance Services) of the City of Menifee, and consents to the annual levy of special taxes on such property to pay the costs of services to be provided by the community facilities district, services to be provided by community facilities district, services that are permitted under the Mello-Roos Community Facilities Act of 1982 including, without limitation, all necessary service, operations, administration and maintenance required to keep the lighting of parks, parkways, streets, roads and open space, which maintenance and lighting services may include, without limitation, furnishing of electrical power to street lights; repair and replacement of damaged or inoperative light bulbs, fixtures and standards; maintenance (including irrigation and replacement) of landscaping vegetation situated on or adjacent to parks, parkways, streets, roads and open space; maintenance and repair of irrigation facilities; maintenance of public signage; graffiti removal from and maintenance and repair of public structures situated on parks, parkways, streets, roads and open space; maintenance and repair of playground or recreation program equipment or facilities situated on any park; maintenance and operation of storm drainage and flood protection facilities, including, without limitation, drainage inlets, and retention basins.

2. The undersigned hereby certifies that as of the date indicated opposite their signatures, the landowner listed herein is the owner of all the property within the proposed boundaries of the property described in Exhibit A hereto and as shown on the map Exhibit B hereto.

3. The undersigned waives any requirement for the mailing of the ballot for the special election and expressly agree that said election may be conducted by mailed or hand-delivered ballot to be returned as quickly as possible to the designated election official, being the office of the City Clerk of the City Council and the undersigned request that the results of said election be canvassed and reported to the City Council at the same meeting of the City Council as the public hearing on the creation of the community facilities district of the portion of the incorporated area of the City of Menifee into the community facilities district or the next available meeting.

4. The undersigned expressly waives all applicable waiting periods for the election and waives the requirement for analysis and arguments relating to the special election,

and consents to not having such materials provided to the landowner in the ballot packet, and expressly waives any requirements as to the form of the ballot.

5. The undersigned expressly waives all notice requirements relating to hearings and special elections, whether by posting, publishing or mailing, and whether such requirements are found in the California Elections Code, the California Government Code or other laws or procedures, including but limited to any notice provided for by compliance with the provisions of Section 4101 of the California Elections Code.

6. The undersigned hereby consents to and expressly waives any and all claims based on any irregularity, error, mistake or departure from the provisions of the Act or other laws of the State and any and all laws and requirements incorporated therein, and no step or action in any proceeding relative to the creation of the community facilities district of the portion of the incorporated area of the City of Menifee or the special election therein shall be invalidated or affected by any such irregularity, error mistake or departure.

IN WITNESS WHEREOF, I hereunto set my hand this ____ day of _____,
20__.

[NAME OF LANDOWNER]

By: _____

Name:

Title:

OWNER'S PROPERTY:

TRACT MAP OR PARCEL MAP NO.

or PROJECT NO. _____

OWNER'S MAILING ADDRESS:

FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY COUNCIL OF THE CITY OF
MENIFEE THIS ____ DAY OF _____, 20__.

Deputy City Clerk of the City Council of the
City of Menifee

EXHIBIT A: ZONE DESCRIPTION

EXHIBIT B: TRACT/PARCEL/SUBDIVISION MAP

**ACKNOWLEDGMENT REGARDING PROPERTY TO BE INCLUDED INTO A MAINTENANCE
COMMUNITY FACILITIES DISTRICT OF THE CITY OF MENIFEE**

The developer/property owner of (Assessor's Parcel No.) _____ hereby acknowledges that:

If the landscaping, drainage, lighting and eligible public improvements within the Community Facilities District No. 2015-2 (Maintenance Services) the maintenance areas of (Assessor's Parcel Nos.) _____, which is to be included in the Community Facilities District of the City of Menifee, are completed prior to the levy and collection of special taxes upon property within said tract for the maintenance of such landscape and improvements, the developer/property owner will continue to be responsible for and will maintain the landscaping, drainage, lighting, and eligible public improvements within such maintenance areas at its sole expense, and the City will not assume responsibility for the maintenance of such landscaping, drainage, lighting and eligible public improvements until such time as the City is able to collect such special taxes to pay the costs of the maintenance of such landscaping, drainage, lighting, and eligible public improvements.

DATED:

OWNER(S):

(Print Name)

(Signature)

(Title)

(Print Name)

(Signature)

(Title)

**LEGAL DESCRIPTION
FOR
TRACT NO. 32101
ANNEXATION
IN THE CITY OF MENIFEE, COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

THAT PORTION OF THE EAST HALF OF SECTION 36, TOWNSHIP 5 SOUTH, RANGE 3 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF MENIFEE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, SAID PORTION BEING DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER OF SAID SECTION 36;

THENCE NORTH 00°35'59" EAST ALONG THE EAST LINE OF SAID NORTHEAST QUARTER OF SECTION 36, A DISTANCE OF 845.10 FEET TO A POINT ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF DOMENIGONI PARKWAY (152.00 FEET IN FULL WIDTH), AS SET FORTH AS PARCEL 0785-002B IN THAT CERTAIN GRANT DEED TO COUNTY OF RIVERSIDE RECORDED APRIL 15, 2004 AS INSTRUMENT NO. 2004-0274331, OFFICIAL RECORDS OF RIVERSIDE COUNTY, CALIFORNIA, SAID POINT ALSO BEING ON A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 1924.19 FEET, THE RADIAL LINE TO SAID POINT BEARS NORTH 12°41'38" WEST;

THENCE SOUTHWESTERLY ALONG SAID RIGHT OF WAY LINE AND ALONG SAID CURVE, TO THE LEFT, THROUGH A CENTRAL ANGLE OF 17°56'19", AN ARC DISTANCE OF 602.44 FEET;

THENCE LEAVING SAID SOUTHEASTERLY RIGHT OF WAY LINE NORTH 5°50'08" WEST, A DISTANCE OF 83.38 FEET TO A POINT ON THE CENTERLINE OF SAID DOMENIGONI PARKWAY, SAID POINT BEING ON A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 2000.19 FEET, THE RADIAL LINE TO SAID POINT BEARS NORTH 29°37'50" WEST;

THENCE SOUTHWESTERLY ALONG SAID CENTERLINE AND ALONG SAID CURVE, TO THE LEFT, THROUGH A CENTRAL ANGLE OF 3°10'15", AN ARC DISTANCE OF 110.70 FEET;

THENCE LEAVING SAID CENTERLINE SOUTH 5°50'08" EAST, A DISTANCE OF 76.59 FEET TO THE BEGINNING OF A TANGENT CURVE, CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 2250.00 FEET;

THENCE SOUTHERLY ALONG SAID CURVE, TO THE LEFT, THROUGH A CENTRAL ANGLE OF 0°13'55", AN ARC DISTANCE OF 9.11 FEET TO A POINT ON SAID SOUTHEASTERLY RIGHT OF WAY LINE OF DOMENIGONI PARKWAY, SAID POINT BEING THE BEGINNING OF A NON-TANGENT CURVE, CONCAVE SOUTHEASTERLY, HAVING A RADIUS OF 1924.19 FEET, THE RADIAL LINE TO SAID POINT BEARS NORTH 33°57'30" WEST;

THENCE SOUTHWESTERLY ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE AND ALONG SAID CURVE, TO THE LEFT, THROUGH A CENTRAL ANGLE OF 21°39'59", AN ARC DISTANCE OF 727.63 FEET;

THENCE ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE SOUTH 34°22'31" WEST, A DISTANCE OF 1632.83 FEET TO AN ANGLE POINT ON THE BOUNDARY LINE OF SAID PARCEL 0785-002B;

THENCE LEAVING SAID SOUTHEASTERLY RIGHT OF WAY LINE SOUTH 89°18'47" EAST, A DISTANCE OF 2064.74 FEET TO A POINT ON THE EASTERLY LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 36;

THENCE NORTH 0°35'59" EAST ALONG SAID EASTERLY LINE, A DISTANCE OF 1318.18 FEET TO THE POINT OF BEGINNING.

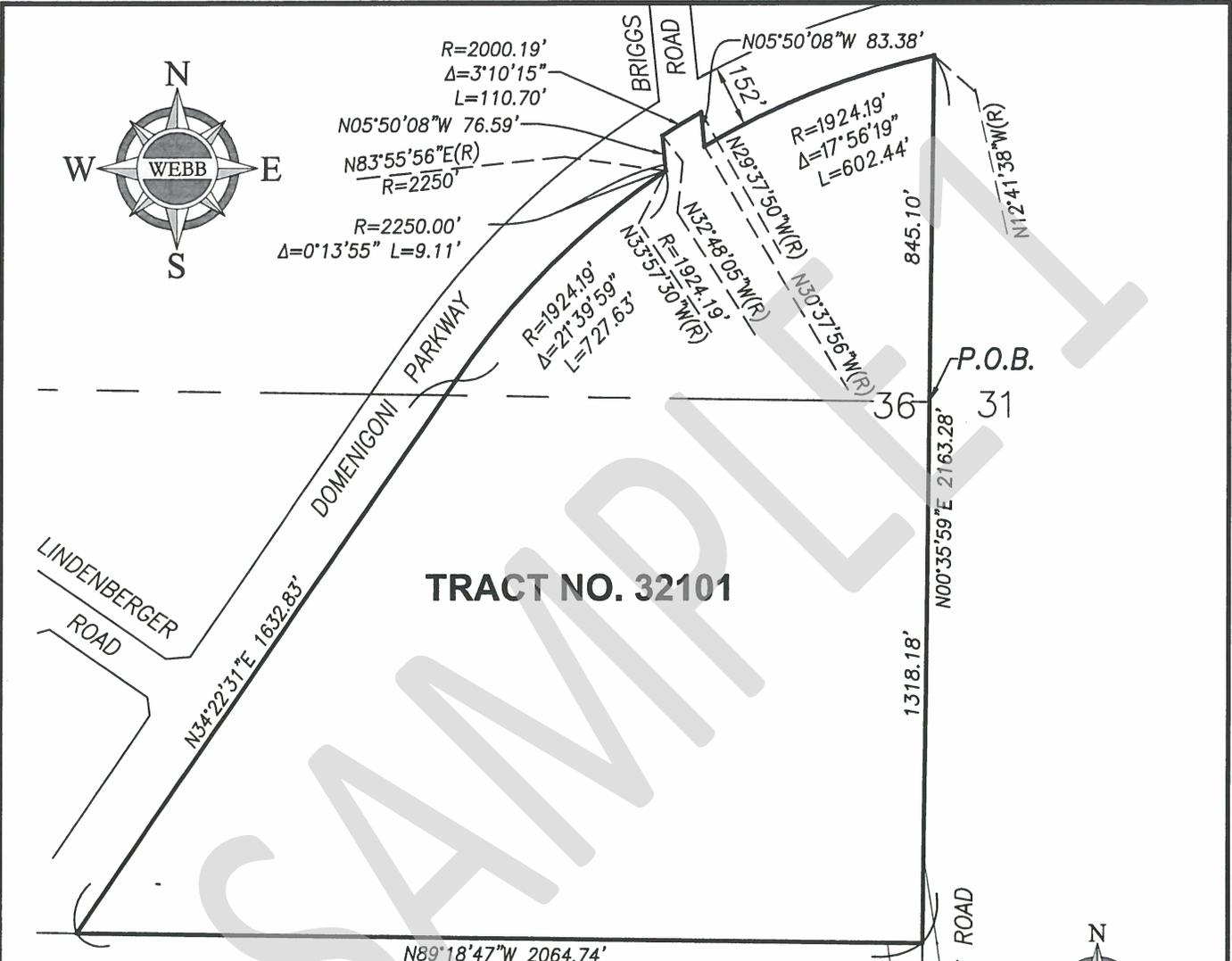
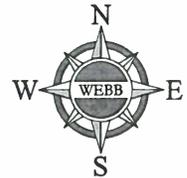
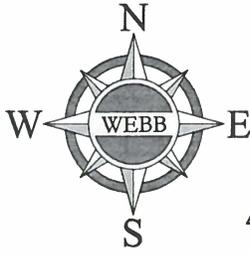


Michael E. Johnson, L.S. 7673

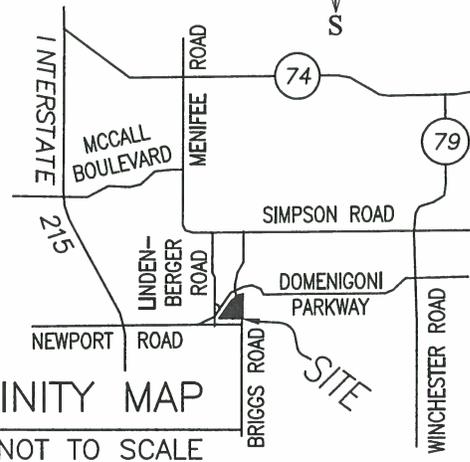
4/30/15
Date



Prepared By: LB
Checked By: mf



TRACT NO. 32101



SEC. 36, T5S, R3W, S.B.M.

ALBERT A.
WEBB
ASSOCIATES

**CFD ANNEXATION
TRACT NO. 32101**

VICINITY MAP
NOT TO SCALE

G:\2013\13-0146\CFD\13-0146-CFD.dwg 4/30/2015 12:22 PM

THIS PLAT IS SOLELY AN AID IN LOCATING THE PARCEL(S) IN THE ATTACHED DOCUMENT.

SHEET 1 OF 1

W.O.
13-0146

SCALE: 1"=400'
DRWN BY ZB DATE 4/20/15
CHKD BY zyl DATE 4/20/15

5/12/2015

CITY OF MENIFEE TRACT 32101 | PROPOSED CFD MAINTENANCE EXHIBIT

MAINTENANCE AREA SUMMARY

INTERIOR STREETS	7,293.50 LF
BRIGGS ROAD	2,135.71 LF
TOTAL PAVEMENT AREA	732,094 SF / 16.80 AC

DRAINAGE FACILITIES

CATCH BASINS	17 EA
STORM DRAIN PIPE	5,714.56 LF

STREET LIGHTS

9,500 LUMEN, LPSV	36 EA
22,500 LUMEN, LPSV	12 EA
TRAFFIC SIGNAL	1 EA

LANDSCAPED AREA SUMMARY

STREETSCAPE FRONTAGE	113,882 / 2.61 AC
MEDIAN	35,422 SF / 0.82 AC
OPEN SPACE	55,471 SF / 1.27 AC
PARK	65,992 SF / 1.51 AC
TRAILS (OG)	3,115 SF
SLOPES	632 SF
TREES	369 EA

PROPOSED CFD MAINTENANCE AREA



SAMPLE 2