

Application Closure Policy
Adopted by the Solano LAFCO March 21, 2017

BACKGROUND

Most applications submitted to LAFCO staff are initially found to lack one or more requirements. Government Code 56658 provides that “the executive officer shall determine within 30 days of receiving an application whether the application is complete and acceptable for filing or whether the application is incomplete. If an application is determined not to be complete, the executive officer shall immediately transmit that determination to the applicant specifying those parts of the application which are incomplete and the manner in which they can be made complete.” There is no specified time for applicants to complete the requirements. An application may remain incomplete for months or longer pending these outstanding requirements.

DISCUSSION

Staff coordinates with applicants to complete the requirements and sometimes an applicant may voluntarily withdraw an incomplete application. Old applications could remain open indefinitely even though circumstances (and LAFCO fees) may change.

COMMISSION’S POLICY AS ADOPTED

Staff shall give notice to applicants six months after issuance of an incomplete application letter and advise applicants they must submit a six month extension request in writing. If applicants do not respond, the project application will be closed.