



Pre-Annexation Agreement Checklist

SECTION 1: Application Procedure and Filing Requirements

- A. **First Submittal (at Filing Deadline)**: This first submittal will be reviewed internally by City staff and responsible agencies only. The First Submittal is intended to determine if it is complete or incomplete and to provide initial comments and conditions. Submittal of the application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after you have created the MCN. If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Notarized Property Owner Affidavit.**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Preliminary Title Report:** A current Title Report within the last three (3) months.
- 4. **Legal Description of Land/Parcel(s):** A complete legal description prepared by a registered Civil Engineer licensed by the State of California.
- 5. **Development Package:** Submittal Must Consist of
 - A full set of digital plans, a copy of the approved project plans from the County of San Bernardino and a copy of the Final Conditions of Approval. All plan sets shall be collated as a complete set.
- 6. **Environmental Documents:** Applicable Initial Study, Negative Declaration, Certificate of Exemption, Notice of Determination, and/or Environmental Impact Report, date stamped by the County Clerk of the Board's Office.