

## Policy and Procedures for Incomplete Applications

### I. PURPOSE

The purpose of this policy is to enable OC LAFCO to deem applications that have remained incomplete for extended periods of time as abandoned and to remove them from the OC LAFCO proposal summary.

### II. POLICY STATEMENT

Any application for a jurisdictional change filed with OC LAFCO which is deemed incomplete by the Executive Officer pursuant to Government Code §56828 and remains incomplete for a period of six (6) months with no progress being made towards its completion shall be considered inactive by the Executive Officer.

Applicants of a proposal deemed inactive shall be notified by certified mail that the application is considered inactive. The notice shall also provide the status of the application and list the items necessary to make the application complete. If within the six months following the notice that the proposal is inactive and no further progress is made towards completion of the application, the Executive Officer may deem the application abandoned and all proceedings will be terminated.

Unused fees shall be returned to the applicant. If the applicant chooses to reapply at a later date, new fees will be required. The applicant and all affected agencies shall be notified by the Executive Officer that proceedings have been terminated.

Nothing in this policy shall be deemed to limit or supersede the provisions contained in the Cortese-Knox-Hertzberg Reorganization Act of 2000 (Government Code §56000, et seq.) regarding the processing of applications before OC LAFCO.

**Originally Adopted: 1996**

**Last Reviewed: 3/8/2023**

**Last Revised: 2/9/2011**