

**Annexation Process
For Annexing Property To
Sanitary District No. 1 of Marin County (SD1)**

1. Owner/developer discusses availability of sewer service for the parcel(s) to be annexed with SD1 staff.
2. If it is determined that sewer service is available from SD1, SD1 staff presents the proposed annexation to the SD1 Board for preliminary approval.
3. Upon preliminary approval of annexation by the SD1 Board, SD1 will issue owner/developer a letter stating that SD1 agrees to annexation of the parcel(s).
4. Owner/developer contacts the sanitary district from which the parcel(s) are to be de-annexed and obtains a letter from that district agreeing to de-annexation of the parcel(s).
5. Owner/developer obtains and completes the Marin Local Agency Formation Commission (LAFCO) annexation forms providing all information, including the required legal descriptions and maps.
6. Owner/developer submits to SD1: a) the portion of the LAFCO forms to be completed by SD1, and b) the SD1 annexation fee of \$500.00 per parcel to be annexed.
7. Owner/developer submits to LAFCO: a) the completed LAFCO forms, and b) the LAFCO fees.
8. After LAFCO adopts a resolution approving the annexation, LAFCO submits its resolution to SD1.
9. The SD1 Board then adopts a resolution giving formal approval of the annexation.
10. SD1 submits its resolution to LAFCO.
11. LAFCO issues a Certificate of Completion and files it with the Marin County Recorder, completing the annexation.

NOTE: If a public sewer extension is necessary to serve the project, the owner/developer must complete the standard SD1 public sewer extension process after the annexation is completed.