



City of Desert Hot Springs

65-950 Pierson Blvd. • Desert Hot Springs • CA • 92240
(760) 329-6411
www.cityofdhs.org

Document Submittal List for Special Public Safety Tax Area (PTAX2) Zone Creation

1. A cover letter from the owners must accompany package (**Sample Cover Letter**).
2. Three copies of completed Owner's Information Sheet (**Form Zone Creation-01**).
3. One original and two copies of notarized petition(s) (**Petition Form**), signed by the owners, requesting that the City Council initiate the proceedings to annex to the district.
4. 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
5. Three copies of applicable or City Council's conditions.
6. 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 & 2**).
7. One original and two copies of an 8 ½" x 11" Exhibit map prepared by a licensed Civil Engineer showing the number of lots, total landscape acreage (**if any**) for district maintenance, and total project acreage (**see Sample 2**).
8. Three copies of title reports prepared within three months from the date of submittal of the request to annex.
9. One check of: \$5,000 flat fee per Zone Establishment is required at the time of document submittal. Any unused funds from the \$5,000 deposit will be returned to the developer/owner. If the initial deposit is not sufficient to cover the cost of the district annexation, an additional deposit maybe required from the developer/owner.

Date

Public Works Department
Attn: Martín Magaña
City of Desert Hot Springs
65950 Pierson Boulevard
Desert Hot Springs, CA 92240

SUBJECT: Zone Establishment for PTAX 2
RE: Tentative Tract Map No. (or Parcel Map No.) _____

This letter serves as a request for the above referenced property to establish a tax zone within the boundary of the Special Public Safety Tax Area (PTAX 2) for general benefit from or services 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 Zone Creation-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 establish a tax zone into the district.
3. 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
4. Three copies of applicable or City Council's conditions.
5. 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 plat map.
6. One original and two copies of an 8 ½" x 11" Exhibit map prepared by a licensed Civil Engineer showing the number of lots, total landscape acreage (if any) for district maintenance, and total project acreage.
7. Three copies of title reports prepared within three months from the date of submittal of the request to annex.
8. An initial deposit of \$5,000 to compensate the City for all costs incurred in conducting proceedings to establish a tax zone for 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 zone establishment 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 this zone establishment:

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 # of Lots at Buildout _____
_____	_____	2. Multi-family Residential # of Units at Buildout _____
_____	_____	3. Commercial _____ Net Acres
_____	_____	4. Industrial _____ Net Acres
_____	_____	5. Religious _____ Net Acres

2. Contact Information - Owner

Name _____

Phone No. _____

Fax No. _____

Address _____

3. Contact Information - Engineer

Name _____

Phone No. _____

Fax No. _____

Address _____

4. Information Needed for Balloting Process

Signature Block

Signatory

Address to Which the Ballot Should Be Sent

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

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?

PETITION TO THE CITY COUNCIL OF THE CITY OF DESERT HOT SPRINGS
REQUESTING CREATION OF SPECIAL TAX AREA ZONE OF PROPERTY TO THE
DESERT HOT SPRINGS SPECIAL PUBLIC SAFETY TAX AREA AND CONSENTING
TO THE LEVY OF SPECIAL TAXES THEREON TO PAY THE COSTS OF SERVICES
TO BE PROVIDED BY THE SPECIAL PUBLIC SAFETY TAX AREA

1. The undersigned Owner requests that the City Council of the City of Desert Hot Springs, initiate and conduct proceedings pursuant to Government Code Section 53978, for the establishment of Special Tax Area Zone of the property described below to the City of Desert Hot Springs Special Public Safety Tax Area and consents to the annual levy of special taxes on such property to pay the costs of services to be provided by the Special Public Safety Tax Area, which shall include police and fire protection services.

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 special tax area zone of the portion of the incorporated area of the City of Desert Hot Springs into the Special Public Safety Tax Area 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 special tax area zone of the portion of the incorporated area of the City of Desert Hot Springs into the Special Public Safety

Tax Area 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 DESERT HOT SPRINGS THIS ____ DAY OF _____, 20____.

Deputy City Clerk of the City Council of the
City of Desert Hot Springs

INSERT EXHIBIT A: ZONE DESCRIPTION
INSERT EXHIBIT B: TRACT/PARCEL/SUBDIVISION MAP

EXHIBIT "A"

LEGAL DESCRIPTION
FOR
TRACT NO. _____
I. ANNEXATION
IN THE CITY OF _____, COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

'PROPOSED PARCELS "A" AND "B", AS DESCRIBED IN LOT LINE ADJUSTMENT RESOLUTION NO. 02-47, TOGETHER WITH 'PROPOSED PARCEL "C", AS DESCRIBED IN LOT LINE ADJUSTMENT RESOLUTION NO. 02-49, IN THE CITY OF CORONA, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, RECORDED _____, 2003, AS INSTRUMENT NO. 2003-_____ AND RECORDED _____, 2003, AS INSTRUMENT NO. 2003-_____, RESPECTIVELY, OF OFFICIAL RECORDS OF SAID COUNTY DESCRIBED MORE PARTICULARLY AS FOLLOWS AS FOLLOWS:

BEGINNING AT THE MOST EASTERLY CORNER OF SAID 'PROPOSED PARCEL "C"', SAID POINT BEING ALSO THE MOST EASTERLY CORNER OF 'PROPOSED PARCEL "A"' AS DESCRIBED IN LOT LINE ADJUSTMENT RESOLUTION NO. 02-50, RECORDED MARCH 6, 2003, AS INSTRUMENT NO. 2003-156683 OF OFFICIAL RECORDS OF SAID COUNTY;

THENCE ALONG THE BOUNDARY OF SAID 'PROPOSED PARCEL "C"' SOUTH 69°36'27" WEST, 1284.27 FEET;

THENCE CONTINUING ALONG SAID BOUNDARY SOUTH 20°23'33" EAST, 7.00 FEET;

THENCE CONTINUING ALONG SAID BOUNDARY SOUTH 69°36'27" WEST, 368.37 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE NORTHERLY AND HAVING A RADIUS OF 1851.00 FEET;

THENCE CONTINUING ALONG SAID BOUNDARY AND ALONG THE BOUNDARY OF SAID 'PROPOSED PARCEL "A"', AS DESCRIBED IN LOT LINE ADJUSTMENT RESOLUTION NO. 02-47, WESTERLY 1140.73 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 35°18'37";

THENCE CONTINUING ALONG LAST SAID BOUNDARY AND ALONG THE BOUNDARY OF SAID 'PROPOSED PARCEL "B"', AS DESCRIBED IN LOT LINE ADJUSTMENT RESOLUTION NO. 02-47, AS FOLLOWS:

NON-TANGENT FROM SAID CURVE NORTH 41°31'56" WEST, 233.74 FEET;

NORTH 27°03'24" EAST, 934.11 FEET;

NORTH 70°25'24" EAST, 604.55 FEET;

NORTH 53°34'55" EAST, 346.34 FEET;

SOUTH 36°25'05" EAST, 30.00 FEET;

SOUTH 16°40'58" WEST, 184.21 FEET;

SOUTH 10°56'03" EAST, 142.44 FEET TO THE BEGINNING OF A NON-TANGENT CURVE CONCAVE SOUTHERLY AND HAVING A RADIUS OF 182.00 FEET, A RADIAL LINE TO SAID POINT HAVING A BEARING OF NORTH 53°41'11" WEST;

EASTERLY 141.26 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 21°11'13";

TANGENT FROM SAID CURVE SOUTH 74°32'58" EAST, 17.07 FEET; AND

NORTH 21°08'29" EAST, 114.56 FEET TO THE BOUNDARY OF SAID 'PROPOSED PARCEL "C", AS DESCRIBED IN PLAT LINE ADJUSTMENT RESOLUTION NO. 02-49;

THENCE ALONG LAST SAID BOUNDARY AS FOLLOWS:

SOUTH 79°26'11" EAST, 69.21 FEET;

SOUTH 74°32'58" EAST, 76.00 FEET;

SOUTH 63°00'00" EAST, 71.29 FEET;

SOUTH 55°50'48" EAST, 69.24 FEET;

SOUTH 16°48'26" EAST, 93.54 FEET;

SOUTH 84°20'56" EAST, 2.13 FEET TO THE BEGINNING OF A TANGENT CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 76.00 FEET;

SOUTHEASTERLY 119.56 FEET ALONG SAID CURVE THROUGH A CENTRAL ANGLE OF 90°08'12";

NON-TANGENT FROM SAID CURVE SOUTH 70°16'55" EAST, 106.93 FEET;

SOUTH 41°03'30" EAST, 15.96 FEET;

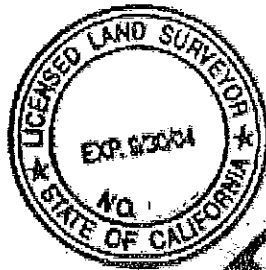
NORTH 51°29'17" EAST, 209.91 FEET;

NORTH 49°25'25" EAST, 30.00 FEET;

SOUTH 40°34'35" EAST, 356.98 FEET;

SOUTH 69°57'22" EAST, 316.58 FEET; AND

NORTH 82°31'41" EAST, 179.85 FEET TO THE POINT OF BEGINNING.

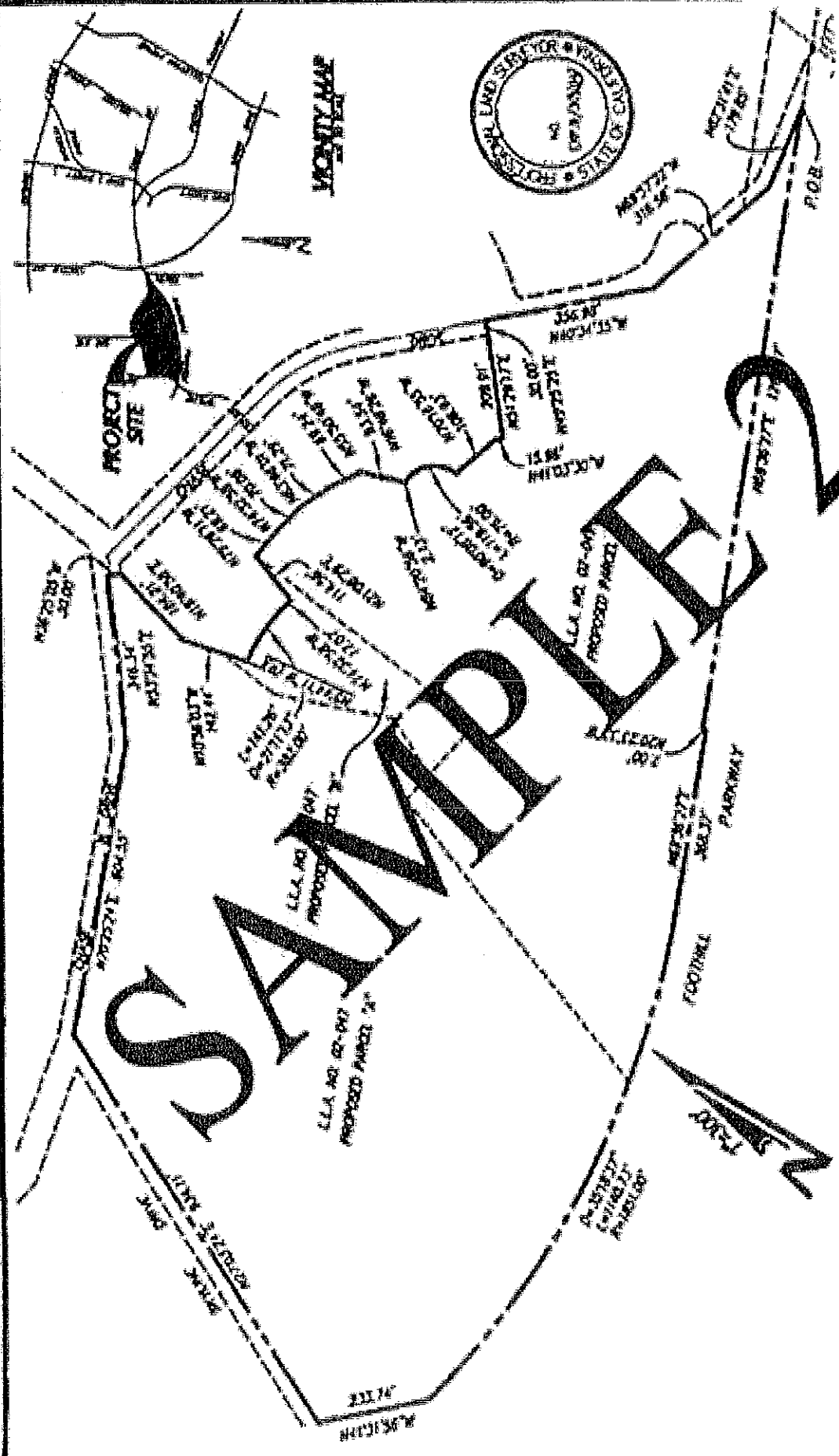


Prepared under the supervision of:

Expires 03-04

L.S.

SAMPLE



REGISTRATION EXPIRES 09/30/04
P.L.S. NO.

EXHIBIT _____
ANNEXATION
TRACT NO. _____
CITY OF _____

Company Name _____