

**Local Agency Formation Commission  
For Los Angeles County**

**Guidelines for Requesting Reconsideration of a LAFCO  
Resolution Making Determinations**

Pursuant to Government Code section 56895 (former Government Code section 56857), any person or affected agency may file a written request with the Executive Officer requesting amendments to or reconsideration of a Local Agency Formation Commission (“LAFCO”) resolution making determinations. The person or agency must file the written request within thirty (30) days of the adoption of the resolution. Requests will be placed on the agenda of the next LAFCO meeting for which notice can be given. The following guidelines have been developed to assist persons and agencies in formulating a request for amendment or reconsideration of a resolution making determinations, and to ensure that LAFCO has all the information necessary to consider and take action on requests in a timely fashion.

**1. Timing of Requests for Reconsideration**

- Requests to amend or reconsider an adopted resolution making determinations must be received by the LAFCO Executive Officer no later than 4:30 p.m. on the thirtieth (30<sup>th</sup>) day following the meeting date at which the Commission adopted the resolution.
- Pursuant to Government Code section 56895(b), failure to comply with this deadline shall be cause for rejection of the request.

**2. Payment of Fees**

- Any request to amend or reconsider an adopted resolution making determinations must be accompanied by the fee for reconsideration of a LAFCO determination as set forth in LAFCO’s fee schedule then in effect.

**3. Information for Requests for Reconsideration**

Requests to amend or reconsider an adopted resolution making determinations must be in writing and should contain the following information:

**Contact Information for Party Requesting Reconsideration**

- Name, address and telephone number of requesting party and/or organization.
- Name of lead contact person (and alternate) authorized to discuss the request with LAFCO staff.

## Identification of LAFCO Resolution Making Determinations

- Indicate the specific resolution that is requested to be amended or reconsidered by title and date of adoption.

## Identification of Specific Modifications to be Considered

- Each proposed modification should be separately identified in writing and include:
  - The identifying number or letter of the finding, condition, or paragraph of the resolution and the page on which it is located in the resolution;
  - The exact language to be considered for deletion from the resolution, if any, and its location in the text of the resolution;
  - The exact language to be considered for insertion in the resolution, if any, and its proposed location in the text of the resolution;
  - Identification of any facts upon which the modification is based;
  - A statement of what new or new or different facts that could not have been presented previously, are claimed to warrant the reconsideration;
  - A brief statement explaining whether or not the subject matter of the modification and any facts in support of the modification were raised before LAFCO during the proceedings leading up to the adoption of the resolution, and when;
  - If the subject matter of the modification or any facts in support of the modification were not raised before LAFCO during its proceedings, an explanation of why this matter or these facts could not have been presented to LAFCO previously;
  - Identification of any law (constitutional provision, State statute or regulation, case law, etc.) upon which the modification is based; and
  - Any supplemental data in support of the modification (all referenced data should be submitted with the request unless it is contained elsewhere in the record before LAFCO and then it should be reasonably identified or described).

This information will assist LAFCO in its evaluation and consideration of a request for amendment or reconsideration. LAFCO will not consider any requests for amendment or reconsideration that are not in writing, and LAFCO reserves the right to reject any requests not in conformance with these guidelines.