

MAPPING REQUIREMENTS

Applications to LAFCO must be accompanied by a map and legal description of the affected area that meets the format requirements of the California State Board of Equalization. Draft maps and legal descriptions submitted with the application will be forwarded to the Marin County Division of Surveys and Mapping for technical approval and will be returned to the applicant (or the applicant's surveyor or engineer) for final changes.

The following requirements are enumerated to assist you in preparing maps and legal descriptions for use by LAFCO.

1. Maps must be professionally drawn by a Licensed Civil Engineer or Land Surveyor and shall be 8 ½"x11" (preferred) or 8 ½"x14" in size.
2. The map legend and legal description title must contain the **proposal title and LAFCO file number**.
3. The map and legal description must contain the **mapping number** assigned by the County Surveys and Mapping Division.
4. Maps shall bear a north point, scale, date, title or short term designation, the name(s) of the affected agency or agencies, area in square feet or acres, point of beginning of the legal description, and current Assessor's Parcel Number of parcels to be annexed.
5. Maps and legal descriptions must state the township and ranges, section number or rancho of the annexation area.
6. The full width of existing streets, roads and highways within and adjacent to the subject territory shall be included.
7. The boundaries of the existing district or city (if applicable) and the proposed boundary must be distinctively shown without obliterating any essential geographic or political features.

8. Include a location map showing the affected territory in relationship to **major highway or street and surrounding areas**. The location map should be drawn as an inset map, and should not exceed 3½" x 3½" in size.
9. Bearings and distances must be shown on all lines. If the scale of the map is such that it is impractical to letter adjacent to or near the line, then a table may be used and the course designated by a number or, if a series, by inclusive numbers. The table should appear on the same sheet as the map.
10. All legal descriptions, deeds, lot or subdivision references should be noted on the map to clarify a point, line or direction.
11. If more than one boundary change is requested on a single application, all proposed boundary changes must be indicated on one map.
12. Maps must include street addresses of each parcel **or** addresses at all boundaries **or** both sides of all streets and roads running through the annexation. This information is necessary and must be completely accurate, as it will be used to amend the 9-1-1 Emergency street address guide. It will also be used to determine which emergency service provider will be dispatched.