

## **MAPPING REQUIREMENTS**

*These requirements are consistent with the requirements set forth by State and County offices, including but not limited to State Board of Equalization, Marin County Mapping and GIS Department, and the County Recorder's Office.*

Applications to LAFCO must be accompanied by a map and legal description of the affected area that meets the format requirements listed below. 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. This review costs \$261/1.5 hours with most applications taking 1.5 hours to review.

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. No larger or smaller maps will be accepted.
2. The map legend and legal description title must contain the **proposal title and a space for a LAFCO file number**. File numbers are not assigned until an application has been submitted, application submission requires a map and legal description, so map and legal description will precede the file number. Notation such as "LAFCo File # \_\_\_\_\_" with a blank spot for LAFCo to input the file number is ideal.

### **Map Documents**

*All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.*

3. Include a vicinity 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.
4. Any portion of an existing district or city in close proximity to the project area must be shown and identified. The proposed boundary must also be distinctively shown without obliterating any essential geographic or political features.
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 and their current names shall be included.
7. 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.

8. 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.
9. All legal descriptions, deeds, lot or subdivision references should be noted on the map to clarify a point, line or direction. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
10. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.
11. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
12. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. TASS has standardized the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area(s).
13. \*If more than one boundary change is requested on a single application, all proposed boundary changes must be indicated on one map.
14. 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.

## **Legal Descriptions**

*Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the State Board of Equalization, who LAFCo must submit application maps to. **Boundary descriptions that merely cite recorded documents or refer to assessor's parcel numbers will not be accepted.** Any supporting documents may be used as reference only and cannot be used as a substitution. Written geographic descriptions shall conform to the following specifications:*

15. Every written geographic description (a document separate from the maps) must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted. The TASS cartographic staff must be able to plot the boundaries from the written description alone.
16. The written description shall be of the project area only. If a complete description of the special district is filed, the project area shall be clearly identified in a separate document.
17. The geographic description shall:
  - a. State the township and range, section number(s) or rancho(s)
  - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or a recorded survey map. It is preferable that the POB be the point of departure from an existing district boundary (when applicable).
  - c. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency. Following are examples of unacceptable and acceptable descriptions:

Unacceptable (*This description refers only to extraneous documents and does not stand alone.*)

"From the point of beginning, northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence easterly to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds...."

Acceptable (*This is the same description with the courses numbered and the bearings and distances added.*)

"From the point of beginning: *Course 1. North 1° 18'56" West a distance of 150'* to the southwest corner of that certain property recorded in Book 12, Page 15 of

Recorded Deeds, thence, *Course 2. North 85° 7'56" West a distance of 75'* to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds, thence....”

18. The written description shall state the acreage for each separate single area (see Definitions and Special Fee Provisions for the definition of a single area) and a combined total acreage of the project area. Example: *“Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less.”*
19. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).