

**ADDITIONAL REQUIREMENTS FOR MAPS AND DESCRIPTION
ADOPTED BY
SOLANO LOCAL AGENCY FORMATION COMMISSION**

The Map and Description attached to each LAFCO proposal shall contain the following minimum information:

DESCRIPTON:

1. A legal description of the property.
 - a. The description shall follow established ownership boundaries and road rights-of-ways where feasible. Documentation shall be submitted indicating reasons for not adhering to this requirement.

2. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document.
 - a. When a description refers to a Deed of Record, Subdivision, a lot in a subdivision, parcel map, or record of survey, it should only be used as secondary reference and all dimensions needed to plot the boundaries shall be shown on the accompanying map.
 - b. Reference to Assessor's parcel numbers or plats or any unrecorded document is not acceptable and will cause rejection of said description.

3. When writing a Metes and Bound Description of an adjoining annexation, all details of the adjoining portions(s) of the boundaries may be omitted, with exception to points of intersection with and departure from said adjoining boundaries and must be clearly indicated on accompanying map.

* * SAMPLE * *

Thence south 89° 15' 24" east 134.69 feet to a point on the west boundary of annexation No. 24, Ord. No. 48 passed by the City of Vallejo on December 11, 1964: then continuing along the west boundary south 03° 43' 21" east 300 feet. Thence leaving said annexation boundary south 33° 01' 10" west 125.13 feet.

OR,

Thence continuing along said annexation boundary the following courses. - - - - -
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4. The relationship of boundary lines with street right-of-ways, sloughs, rivers, creeks, railroad right-of-ways and canals must clearly be indicated.

5. A specific parcel description in sectionalized land (e.g. the SW ¼ of Section 22, T4N, R1W.) is permissible without a metes and bound description.
6. If there is a discrepancy in the metes and bounds due to recorded legal document or recorded map or annexation, both dimensions must be clearly indicated.

* * * SAMPLE * * *

Thence north 89° 24' 23" west 427.50 feet (north 89° 37' 39" west 428.69 feet, survey recorded in Book _____ on page _____. Or Annexation No. _____ Ordinance/Resolution No. _____ and date _____.)

7. To the greatest extent possible, boundaries shall follow existing political boundaries, and natural or man-made features such as streams, lake, natural terrain, railroads, roads and freeways. Where boundaries do not meet this standard, documentation shall be submitted indicating reasons for not adhering to this requirement. City boundaries at county roads or city streets shall follow road or street right-of-way lines and shall cross streets and roads at right angles. Intersections shall be located entirely within one jurisdiction. City streets or county roads shall be continuous as far as possible.
8. "Half-width" streets or roads where the city boundary is located on the centerline of the thoroughfare are not permitted. City boundaries shall not cross a street/road at an oblique angle and city boundaries shall not divide intersections.
9. The area of the annexation in acres of square feet.

MAP:

1. The map will be no smaller than 8-1/2" x 11" and no larger than 18" x 26" as specified in Section 11567 of the Business and Professional Code. The Map should consist of one page where possible. Where more than one page is required, a key map will accompany the detailed maps.
2. Every map must bear a scale and north point. If a reduced map is to be filed, the original map must have a graphic scale affixed to it before reduction is made.
3. All maps must be professionally drawn or copies. Rough sketches of maps or plats will not be accepted.
4. Every map must clearly indicate all existing streets, roads, sloughs, rivers, canals, railroad right-of-ways, etc. within and adjacent to the subject territory, together with the current names of these thoroughfares.
5. The point of beginning of the legal description must be shown on the map. The boundaries of the subject territory must be distinctively shown on the map without obliterating any essential geographic or political features.

6. Where subject property is not adjoining to agency boundaries to which annexation is sought, a location map must be included showing geographic relationship to such agency.
7. Where applicable, show on map, existing agency boundaries, annexation number and ordinance/resolution number to all portions adjoining and directly adjacent to subject proposals.
8. If possible, description of annexation or detachment should include all property under one Assessor's parcel number.
9. Map must show and agree with all metes and bounds as used in accompanying legal description.
10. All copies of the map must be clearly readable and capable of producing a photographic image when microfilmed or it must be rejected and returned to the sender for replacement.
11. A key map shall be provided with a detailed map that doesn't contain at least one intersection of major Roads or Thoroughfares.
12. Relationship to adjacent properties, city limits, and boundaries of special districts and school districts. A proposal which is adjacent, on, or within 300 feet of any Sphere of Influence boundary shall show said boundary on a map and label the agency affected. This may also be accomplished by submitting an additional map at a scale sufficient enough to indicate the proposal's relationship with said spheres or by incorporation a vicinity map with the boundary description.
13. A map showing location of existing roadways, sewage mains, and other public facilities.
14. The area of the annexation in acres or square feet

Approved by LAFCO

Approved Additions

Date: March 2, 1981

Date: September 10, 1984