

# Contra Costa Local Agency Formation Commission

## LAFCO Requirements for Maps and Legal Descriptions

Effective September 7, 2017

### Exhibit B (Map Sheet)

1. Each map shall be labeled "Exhibit B", bearing the *LAFCO short* title assigned to the project by the LAFCO staff.
2. *The size of the map shall not exceed 8 ½" x 14", the largest size that can be recorded, depending on the area being annexed and the drawing scale. Maps shall be drawn to these standard minimum scales*

<i>Acreage within Project Area</i>	<i>Minimum Map Scales</i>
<i>1 – 40 acres</i>	<i>1" = 100'</i>
<i>41 – 200 acres</i>	<i>1" = 200'</i>
<i>201 – 1000 acres</i>	<i>1" = 400' or 1" = 800'</i>
<i>over 1001 acres</i>	<i>1" = 800' or 1" = 1200'</i>

3. Maps shall be neat and readable and of a reproducible quality. *Rough sketches, pictorial drawings or assessor's maps will be rejected. Reduced maps are not acceptable.*
4. Each map shall contain a north arrow, graphic scale, the date prepared and the name, address and phone number of the preparing firm.
5. A vicinity map that identifies the proposed area shall be required on the map, including a north arrow and scale statement.
6. Details may be required for clarity.
7. Each boundary change proposed as part of a reorganization must have a separate map unless the boundaries affected by the reorganization are identical. If the boundaries are identical, one legal description will be sufficient provided that all ties to existing City and District boundaries are referenced.
8. Each map shall include a legend, listing all abbreviations used, references to recorded information and symbols.
9. All prior annexations contiguous with the proposed area shall be shown, listing the LAFCO annexation number, if applicable, or official record number and recording date.

10. The Point of Beginning shall be shown and referenced to an existing City or District boundary whenever possible. Effective January 1, 2000, the Point of Beginning *and a minimum of four geodetic control points* shall be referenced to the California State Plane Coordinate System, 1983 datum. (*Example: section corners, intersection of street or road centerlines, intersection of street centerlines with city, county or district boundaries at the time of filing, etc.*) *A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected.*
11. Each map shall have numbered courses matching the legal description. All lines shall be shown with bearings and distances written in a consistent *clockwise* direction. All curves shall be described by direction of concavity. Delta, arc length, *chord* and radius length shall be listed, including radial bearing for all points of non-tangency. Tables may be utilized.
12. The computed acreage shall be stated on the map, described as “containing xxx acres more or less”.
13. Each map shall show any extraneous reference material referred to in the legal description.
14. All parcels contiguous with the proposed property shall be distinguished by dashed lines and denoted by the Assessor’s Parcel Number.
15. Each map shall clearly show the widths and names of all streets, roads, highways, flood control channels, and railroad rights-of-way within or adjacent to the proposed area.
16. If multiple sheets are required, a key map sheet shall be provided showing the relationship of the multiple sheets.
17. *The boundaries of the subject territory shall 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.*
18. *If any segment of the boundary is shorter than 1/40 of the map scale, that segment should be shown enlarged in a detail.*
19. Map sheets may be submitted in digital format, in addition to the printed copies, for filing with the State Board of Equalization. Format shall be either .dwg or .dxf. *For regulations governing the submittal of digital maps, contact:*

*County Surveyor  
County of Contra Costa  
255 Glacier Drive  
Martinez CA 94553  
(925) 313-2314*

20. A blank space shall be provided for the signature, seal and approval block *of the County Surveyor* on the face of each map (1.75”h x 4.5”w).
21. Each map sheet prepared by a Professional Land Surveyor or Registered Civil Engineer shall bear his or her signature, printed name, registration number, license expiration date and seal. In addition, the name, address and telephone number of the preparing firm shall be shown.
22. **Exhibit C - City Boundary Changes Only:** On a separate document, or a duplicate map, provide an alphabetical listing of all streets lying within the affected area, including limiting street address ranges. This map or list shall be labeled as “Exhibit C”.
23. Any variations to the items listed above must be approved by the LAFCO Executive Officer