

# PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

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## PLACER LAFCO MAP & GEOGRAPHIC DESCRIPTION REQUIREMENTS

**GENERAL:** LAFCO requires a map and geographic description that is acceptable to the Placer County Surveyor and the California State Board of Equalization (BOE).

**WHO CAN PREPARE:** Maps and geographic descriptions may be prepared by any person or firm which holds a current and valid State of California license as a Registered Land Surveyor or eligible Registered Civil Engineer (with a number 33965 or lower).

**REVIEW REQUIREMENT:** Map and geographic descriptions must be reviewed for form, content, and accuracy. Prior to preparation, please contact LAFCO if the engineer or surveyor has not previously prepared a map and geographic description for LAFCO. All map and geographic descriptions will have to be reviewed and the final must be stamped and signed by the Surveyor or Engineer and the Placer County Surveyor.

**GUIDELINES:** All proposed city annexation boundaries should tie into existing city boundary. For district proposals, proposed boundaries should tie into an existing district boundary whenever possible. LAFCO staff can provide information on existing boundaries and samples of cover sheets and exhibits.

**NOTE:** The map and geographic description should agree with each other and should independently convey the intended action(s).

### COVER SHEET REQUIREMENTS:

1. Title
  - a. Project No. (as designated by LAFCO)
  - b. Project Name (as named by LAFCO)
  - c. Number of pages by exhibit identified.
2. Wet signature and seal: The cover sheet, map, and geographic description each must be signed and stamped by either a licensed surveyor or a registered civil engineer holding a license number 33965 or lower.
3. Area for County Surveyor's signature, seal, and date. Each final exhibit (map and description) shall be signed by the County Surveyor.
4. Area for LAFCO Executive Officer signature and date approved by LAFCO.
5. Include the following statement: "This description and exhibit of the (insert name of

project) boundary, it is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for assessment purposes only.”

**GEOGRAPHICAL DESCRIPTION REQUIREMENTS:**

Requirements 1-5 below are consistent with the requirements BOE while the remaining requirements are consistent with Placer LAFCO policy.

1. Every written geographic description must stand on its own without the necessity of reference to any extraneous document.
2. The written description shall be of the project area only.
3. 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. The POB must be the point of departure from an existing city boundary or a district boundary when possible.
  - 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.
4. The written description shall state the acreage for each separate single area and a combined total of the project area.
5. All information stated on the description must match the map(s) such as the project number and name, the point of beginning, the course numbers, all bearings and distances, and the acreage(s).
6. Include a heading on the top of the first page with “Exhibit A,” the next line should include the project number and the LAFCO project name.
7. Include the page number at the bottom of the page(s) e.g., sheet 1 of 5.
8. Do not write descriptions in one endless paragraph.

9. Do not write descriptions in all capitals.
10. The last page of the final description must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the description.
11. Leave a 1.5"x3" wide area for the County Surveyor's "Technically Correct" stamp.

#### MAP REQUIREMENTS:

Requirements 1-11 below are consistent with the requirements BOE while the remaining requirements are consistent with Placer LAFCO policy.

1. All maps shall be professionally and accurately drawn or copied.
2. Original or copies of the same size project map must be submitted.
3. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
4. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
5. Every map must clearly show all existing streets, roads, and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
6. Every map shall bear a scale and a north arrow. The **point of beginning** shall be clearly shown and match the written geographic description.
7. 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 and the line type should be solid. Roads and easement lines should be dashed, while all other lines should be broken. All lines must be black ink and cannot exceed 1.5 millimeter in width.
8. 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.

9. 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.
10. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing.
11. 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. Maps shall be maximum D size sheets (24" x 36"), but 8 ½ x 11 or 8 ½ x 14 is preferred but not required.
12. Include a heading on the top of the first page with "Exhibit B," the next line should include the project number and the LAFCO project name.
13. Include the page number(s) at the bottom of the page(s) e.g., sheet 1 of 5.
14. Include the name of the City, County, and State.
15. Include the month and year drawn.
16. Include a Bar scale
17. Do not show unnecessary data on the map.
18. The last page of the map must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the map.
19. Leave a 1.5"x3" wide area for the County Surveyor's "Technically Correct" stamp.