

## **Map and Legal (Geographic) Description Requirements:**

The following pages contain: (1) excerpts from State Board of Equalization information explaining what is necessary for a map and legal description to satisfy the requirements of both the County Assessor and the State; and (2) examples of both the legal description and map. Please scroll down to view those documents. The map should be submitted to LAFCO in either letter-size (8-1/2" x 11") or legal-size (8-1/2" x 14"). LAFCO also recommends contacting the County Assessor's Mapping Division at (619) 531-5588 for additional information.

The following is excerpted from:

## State Board of Equalization Requirements for Legal (Geographic) Descriptions and Maps

(August 1, 2005)

### **Written Legal (Geographic) Description Requirements**

Descriptions of the territory that are filed with the Board's Tax Area Services Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law (the Tax Area Service Section is not involved in issues relating to property ownership). Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the Board. 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:

1. Every written legal (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.
2. 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.
3. The legal (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  $\frac{1}{4}$  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 the 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 ...”

4. The written legal (geographic) description shall state the acreage for each separate single area and a combined total acreage of the project area. A *single area* means any separate geographical area regardless of ownership. A lot, subdivision, or section could each be a single area. A geographic area that is divided into two or more parcels by a roadway, railroad right-of-way, river or stream is considered a single area. Geographic areas that are non-contiguous are not considered a single area.

Example: “Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less.”

5. 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).

### **Map Requirements**

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications.

1. 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.
2. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.
3. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.

4. 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.
5. Every map shall bear a scale and a north arrow. The **point of beginning** shall be clearly shown and match the written legal (geographic) description.
6. 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.
7. 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 legal (geographic) description**. Index tables may be utilized.
8. 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.
9. 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. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.
10. 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).

# **“E X A M P L E”**

## **ANNEXATION NO. 2001-03**

### **ANNEXATION TO CLEARWATER SANITATION DISTRICT**

#### **GEOGRAPHIC DESCRIPTION**

All that certain real property, situate in portion of Section 7, Township 2 South, Range 11 East, Mount Diablo Base and Meridian, in the County of George, State of California, described as follows:

**Beginning** at the centerline of Magnolia Street and Essey Circle, 50 feet wide, also being the existing Clearwater Sanitation District boundary;

Thence, (1) South 00°05'00" West 25.00 feet along the existing boundary;

Thence, (2) South 89°15'00" East 145.00 feet;

Thence, (3) South 05°25'09" West 260.00 feet;

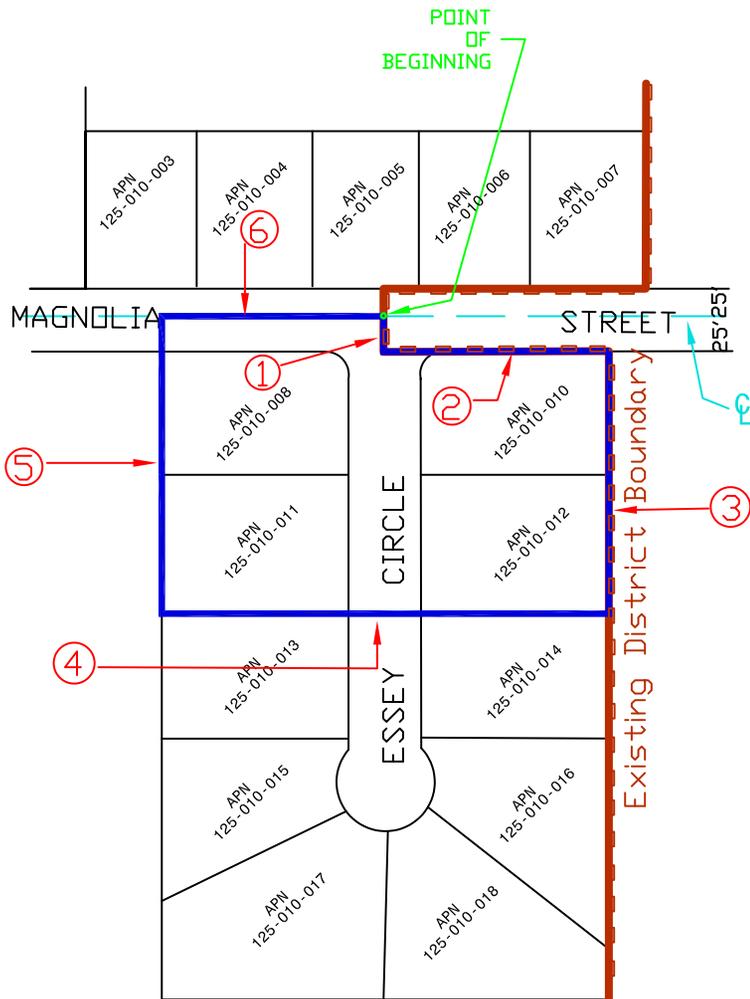
Thence, leaving the existing district boundary, (4) North 88°45'20" West 390.00 feet;

Thence, (5) North 03°20'00" West 210.00 feet to a point on the center line of said Magnolia Street;

Thence, (6) North 89°15'00" East 150.00 feet to the **Point of beginning** and containing **2.75** acres of land more or less.

*For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

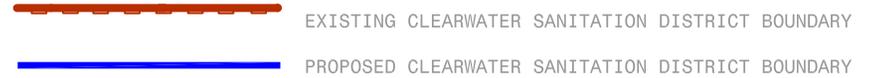
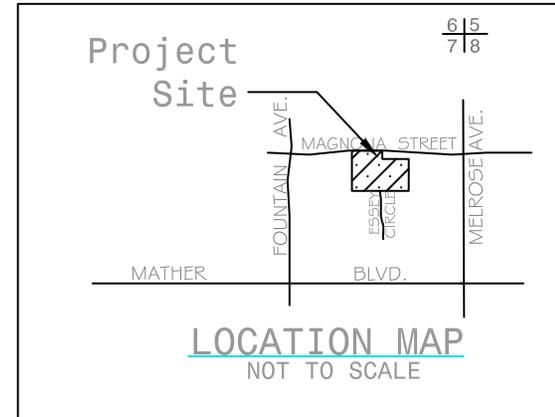
# EXAMPLE



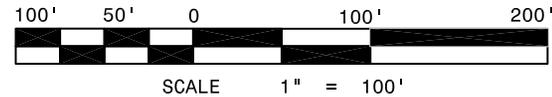
### COURSES:

1. S00°05'00"W 25.00'
2. S89°15'00"E 145.00'
3. S05°25'09"W 260.00'
4. N88°45'20"W 390.00'
5. N03°20'00"W 210.00'
6. N89°15'00"E 150.00'

2.75 ACRES



*Disclaimer:*  
 "For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described."



|   |                               |   |                   |                   |
|---|-------------------------------|---|-------------------|-------------------|
| ASSESSOR'S PARCEL NUMBERS:<br>125-010-008,009,010,011   | LAFCO RESOLUTION NO.<br>98-04 | ACREAGE:<br>2.75  | DATE:<br>03/30/04 | SCALE:<br>1"=100' |
| CLEARWATER ANNEXATION NO.2001-03<br>BEING A PORTION OF SECTION 7,<br>T. 2S, R. 11E, M.D.M.<br>GEORGE COUNTY |                               | <b>SMART ENGINEERING INC.</b><br>1001 DALMATIAN BLVD.<br>SANTA CLAU, CA 94999<br>(910) 222-5757 |                   |                   |