



Annexation / Detachment Map & Legal Description Guidelines

Maps and legal descriptions must be approved as accurate and correct by the Imperial County Surveyor and the City / District Public Works Director.

Maps and legal descriptions must meet certain specifications in order to be acceptable to the Commission, the County Clerk Recorder, and the State Board of Equalization. The State Board of Equalization will not file a finalized proposal unless the standards specified below are met. The following general specifications are enumerated to aid in preparing maps and legal descriptions.

ANNEXATION / DETACHMENT MAP

1. The Map must be professionally drawn by a California-licensed surveyor and shall be 18" x 26" in size. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute.
2. The Map shall bear a scale, north arrow, date, title, short-term designation, name of the affected agency or agencies, the area in square feet or acres, and the point of beginning of the legal description.
3. The map must clearly show all existing streets, roads, and highways with their current names that are within and adjacent to the project area. Additionally, the map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
4. The full width of rights-of-way for existing streets, roads, and highways within and adjacent to the subject territory shall be included. Each street, road, and highway shall be labeled by name at each point where the boundaries of the subject territory cross a thoroughfare.
5. Any portion of an existing district or city boundary in close proximity to the project area shall be shown and identified.
6. The boundaries of the existing district or city (if applicable) and the project area boundary must be distinctively delineated on the 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 millimeters in width shall be rejected. The use of graphic tape or broad-tip marking pens to delineate the boundary is not acceptable.
7. 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.
8. All dimensions needed to plot the boundaries must be given on the map of the project area. The map shall have numbered courses matching the legal description. Index tables may be utilized.

9. 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.
10. 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.
11. Legal description, deed, lot, or subdivision references should be noted on the map by recorded book and range number to clarify a point, line, or direction.
12. The map should show tract or section information where applicable.
13. 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 the cartographic staff of the Tax Area Services Section of the State Board of Equalization to plot the boundary without difficulty.
14. 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.
15. After the project is approved by the Commission, the final map shall be submitted as a "mylar" meeting the standard by the Imperial County Public Works Survey Department and the Imperial County Recorder's Office.
16. The final map title must be referenced as "Exhibit A" followed by the project name and project number, which is assigned by LAFCo.
17. The final map must be stamped and (wet) signed by the preparer.

LEGAL DESCRIPTION

1. A typed "metes-and-bounds" legal description of the affected territory must accompany the Annexation / Detachment Map being submitted.
2. The legal description shall be prepared by the preparer of the map, who, by State law, must be a California-licensed surveyor.
3. The description must be headed with the date, title, or short-term designation of the proposal, the name of the affected agency or agencies, and shall include the project number (contact LAFCo for the assigned project number).
4. Every description 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 cartographic staff of the Tax Area Services Section of the State Board of Equalization must be able to plot the boundaries from the written description alone.
5. The description shall state the township and range, section number(s) or rancho(s), have a point of beginning (POB) referenced to a known major geographic position, and be expressed

as a specific parcel description in sectionalized land 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.

6. The 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 geographical 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. Two areas are contiguous when the two polygons that define the areas share a common line segment.
7. All information stated in the description must match 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).
8. A description making reference only to a subdivision or a lot within a subdivision or similar references without actually describing the perimeter boundary of the subject area is not acceptable.
9. The description shall be of the project area only. Descriptions of larger areas with exceptions are not acceptable.
10. Each Assessor's Parcel Number shall be listed on a separate page attached to the map.
11. Legal descriptions shall not divide an existing "legal" parcel unless such division can be justified. Justification of such a division shall be the burden of the proponent and shall be considered on a case-by-case basis.

SAMPLE LEGAL DESCRIPTION

ANNEX NO. (____-____)
TO
The (City/District) of (City/District Name)

"Beginning at a point on the existing boundary of the City of Bracelito, said point of being in the NW corner of Lot 17 as said lot is shown on sheet 2 of that certain map entitled, "Bracelito Subdivision No. 25" recorded October 1, 1943 in Block 9 of Maps at Page 356, Imperial County Records; thence along city limits boundary 200 00'00"W 00 feet; thence N00 00'00"W 00 feet; thence N00 0'E 00 feet; thence S00 0' E feet to the point of beginning."

Containing approximately _____ acres.