

REQUIREMENTS FOR MAPS AND LEGAL DESCRIPTIONS

Applications to LAFCO must be accompanied by a map and legal description of the affected area that meets the requirements of the California State Board of Equalization (SBE). Those requirements are set forth in the attached SBE document, "Requirements for Statements, Boundary Descriptions, Maps and Schedule of Processing Fees (December 2, 1998)," beginning on page 1, item 3.

Draft maps and legal descriptions submitted with the application will be forwarded to the Marin County Department of Public Works Division of Surveys and Mapping for technical approval and will be returned to the applicant (or the applicant's surveyor or engineer) for revisions.

In addition to the State Board of Equalization requirements, Marin LAFCO requires that the following conventions be observed:

1. Maps must be professionally drawn by a Licensed Civil Engineer or Land Surveyor.
2. Maps must be prepared on 8_X11, 8_X14 or 18X26-inch sheet sizes only.
3. The map legend and legal description title must contain:

Proposal title and LAFCO file number. Call LAFCO staff to obtain a proposal title prior to submitting your application submittal. Your proposal's title and file number will be assigned by LAFCO staff. The title usually contains a property owner name and the type of boundary change being requested and the agencies involved. The file number is included in parentheses. Leave the file number blank until one has been assigned. (See example attached.) For example:

"Annexation of the Lands of Smith to the Novato Sanitary District
(LAFCO File #____)" or;

"Reorganization of the Lands of Jones, Including Detachment from the
Homestead Sanitary District and Annexation to the City of Mill Valley
(LAFCO File #____).

"Mapping No. ____": The County Surveys and Mapping Division will assign a mapping number to indicate final approval of the map and legal description. The applicant will add the assigned number to the map and legal description with final corrections specified by the Surveys and Mapping Division at the completion of their review. Please direct questions about technical aspects of the mapping requirements to Craig Tackabery, Marin County Department of Public Works – Surveys/Mapping Division at 415/499-6582.