

Mike E.

LAFCO

Santa Barbara Local Agency Formation Commission
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April 12, 2005

TO: All Cities, Special Districts and Interested Parties

SUBJECT: Revised Map and Legal Description Standards

In conjunction with the County Surveyor and State Board of Equalization we have modified the map and legal description standards for boundary changes in Santa Barbara County.

The enclosed standards are effective immediately. The primary change limits the size of maps that are submitted. For recording purposes the largest map we can accept is 8.5" x 14."

All technical questions regarding these standards can be addressed to the County Surveyor at (805) 568-3020. Other questions regarding LAFCO filing requirements and procedures should be addressed to the LAFCO office.

Thank you for your cooperation.

Sincerely,

BOB BRAITMAN
Executive Officer

cc: Each Member of the Commission

Santa Barbara Local Agency Formation Commission

LAFCO Requirements for Maps and Legal Descriptions

Effective January 5, 2005

Exhibit A (Legal Description)

1. Each legal description shall be labeled "Exhibit A", and exactly bear the LAFCO title assigned to the project by the LAFCO staff.
2. Each boundary change proposed as part of a reorganization must have a separate legal description 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.
3. Each legal description prepared by a Professional Land Surveyor or Registered Civil Engineer authorized to practice land surveying shall bear his or her signature, printed name, registration number, license expiration date and seal.
4. Each legal description must be written by either metes and bounds or by sectionalized description. When the description is by metes and bounds, all lines shall be described with bearings and distances written in a consistent direction (clockwise preferred). All curves shall be described by direction or concavity. Delta, arc length and radius length shall be listed, including radial bearing for all points of non-tangency.
5. The Point of Beginning must be referenced to an existing City or District boundary whenever possible.
6. Each course shall be numbered and labeled to match Exhibit B (the map).
7. The computed acreage shall be stated at the end of the legal description as "containing x.xx acres more or less".
8. A blank space shall be provided for the signature, seal and approval block at the end of each legal description (1.75"h x 4.5"w).
9. Legal descriptions may be submitted in digital format, in addition to the printed copies, for filing with the State Board of Equalization. Descriptions should be saved as a .txt or .doc format.
10. The LAFCO Executive Officer must approve any variations to the items listed above.

Santa Barbara Local Agency Formation Commission

LAFCO Requirements for Maps and Legal Descriptions

Effective January 5, 2005

Exhibit B (Map Sheet)

1. Each map shall be labeled "Exhibit B", and exactly bear the LAFCO title assigned to the project by the LAFCO staff.
2. The size of the map shall be either 8.5"x11" or 8.5"x14". Deviation from the listed map sheet size must have prior approval from the LAFCO staff and the County surveyor's Office. Maps shall be drawn to these standard minimum scales:

<i>Acreage within Project Area</i>	<i>Minimum Map Scales</i>
<i>1-10 acres</i>	<i>1"=100'</i>
<i>11-40 acres</i>	<i>1"=200'</i>
<i>41-200 acres</i>	<i>1"=400' or 1"=800'</i>
<i>201-1000 acres</i>	<i>1"=800' or 1"=1200'</i>
<i>over 1001 acres</i>	<i>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. Fonts shall not be smaller than 0.10".
4. If multiple sheets are necessary, a title sheet with a key map shall be provided showing the relationship of the multiple sheets.
5. Each map shall contain a north arrow and graphic scale.
6. A vicinity map that identifies the proposed area including a north arrow and scale statement, the date prepared and the name, address and phone number of the preparing firm shall be shown on the map, or the title sheet if multiple sheets are necessary.
7. Details may be required for clarity. If any segment of the boundary is shorter than 1/40 of the map scale, that segment should be shown enlarged in a detail.
8. Each boundary change proposed, as a part of 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.

9. Each map shall include a legend, listing all abbreviations used, references to recorded information and symbols.
10. All prior annexations contiguous with the proposed area shall be shown, listing the annexation number, if applicable, the resolution number, resolving agency name, ordinance or official record number and recording date.
11. The Point of Beginning shall be shown and referenced to an existing City or District boundary whenever possible. The Point of Commencement should also be labeled, if applicable.
12. Each map shall have numbered courses matching the legal description. All lines shall be shown with bearings and distances written in a consistent direction (preferable clockwise). All curves shall be described by direction of concavity. Delta, arc length, and radius length shall be listed, including radial bearing for all points of non-tangency. Tables may be utilized.
13. The computed acreage shall be stated on the map, described as "containing x.xx acres more or less".
14. Each map shall show/note any extraneous reference material referred to in the legal description.
15. All parcels contiguous with the proposed property shall be distinguished by dashed lines and denoted by the Assessor's Parcel Number.
16. Each map shall clearly show the widths (indicate if widths vary) and names (not abbreviated) of all streets, roads, highways, flood control channels, and railroad rights-of-way within or adjacent to the proposed area.
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 1.0 millimeter in width shall be rejected. Standard symbols (line types) shall be used for proposed and existing district boundaries (solid rectangles for proposed, open for existing).
18. 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
123 East Anapamu Street
Santa Barbara, Ca. 93101
(805) 568-3020*

19. 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).
20. Each map must be prepared by a Professional Land Surveyor or Registered Civil Engineer authorized to practice land surveying and shall bear his or her signature, printed name, registration number, license expiration date and seal.
21. **For City Boundary Changes Only:** On a separate document, provide an alphabetical listing of all streets lying within the affected area, including limiting street address ranges. This list shall be labeled as “Exhibit C”.
22. Any variations to the items listed above must be approved by the LAFCO Executive Officer.