

**LOCAL AGENCY FORMATION COMMISSION
OF
COLUSA COUNTY**

MAPPING REQUIREMENTS

Each application must be accompanied by three (3) blueprint copies of a project map (18" by 26" minimum), two 8 1/2" by 11" reductions, and a legal description of the proposal. Maps and legal descriptions filed as a part of an application made to LAFCo must meet certain specifications in order to be acceptable to the Commission and the State Board of Equalization. The State Board of Equalization will not file a finalized proposal unless the standards specified below and those outlined in Appendix # 6 (SBOE Filings) of this packet are met. The following general specifications are enumerated for aid in preparing maps and legal descriptions.

Maps and legal descriptions are not acceptable until they have been approved as accurate and correct by the Colusa County Surveyor.

MAPS

1. Maps must be professionally drawn (Registered Land Surveyor) and will be 18" x 26" minimum size, and no larger than 24" x 36", unless prior approval is obtained from the County Surveyor. They shall be identified as Exhibit "B" and dated.
2. The map or maps shall be prepared on a standard quality of tracing vellum, tracing cloth, or polyester base film. All maps shall clearly indicate the name of the local agency and be labeled as an annexation, detachment or amendment or revision of a sphere of influence. The map shall further indicate the location of same with reference to sectionalized lands, and also indicate as being in the "County of Colusa, State of California" or "Colusa County, California". In addition, the map shall be clearly and legibly drawn to insure the reader of its accuracy. All courses, as appearing within the contents of the description shall appear on the map together with the P.O.B. (Point of beginning).

3. The acreage shall be shown on the map within the exterior boundary of said described territory. If uncertainty exists regarding acreage, the statement "more or less" is acceptable.
4. Every map must clearly indicate all streets, roads and highways within and adjacent to the territory which is the subject of the proposal, together with the current names of these thoroughfares, with such certainty that subject territory may be located upon the ground with reference to the same.
5. In every proceeding proposing a change of organization or reorganization, the map must clearly correlate the boundaries of the proposed change to the existing boundaries of the parent agency.
6. Every map must bear a scale and north point. The scale may be graphic scale and north should be toward the top of the map.
7. No reduction of original map will be allowed.
8. In addition to any map accompanying any proposal, the Executive Officer may require the applicant to provide such additional map(s) as the Executive Officer shall deem necessary and appropriate for a proper presentation of the proposal.

LEGAL DESCRIPTION

1. All descriptions shall be written in a manner to insure the reader of the intention of same. The description should be written in a clockwise direction, if practical. The description shall be of a metes and bounds nature of the exterior boundary only.
2. The description shall be properly labeled as to what it represents, naming the local agency, an annexation thereto or a detachment therefrom, and it shall further indicate the location of same with reference to sectionalized lands, and also indicate as being in the "County of Colusa, State of California" or "Colusa County, California".
3. The description shall be further identified as "Exhibit A", and shall be dated. All descriptions shall be type written.

4. Every description shall contain a statement of the number of acres contained in the territory described to the nearest tenth of an acre. The acreage shall also be shown on the map within the exterior boundary of said described territory. If uncertainty exists regarding acreage, the statement “more or less” is acceptable.
5. A specific parcel description of any portion of sectionalized lands or reference only to a subdivision or a lot or parcel within a subdivision is not acceptable.
6. Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to a deed or subdivision of record, the deed or subdivision should be used only as a secondary call.
7. A vicinity map should also be submitted showing the location of the project. The vicinity map may either be on the official map, or submitted as a separate document. The engineer or surveyor need not prepare the vicinity map.
8. Initially, three blueprint copies of the project map (18 X 26 minimum) and two 8 1/2” by 11” reductions are required. Following initial review by LAFCO and check by the County Surveyor, the final maps needed for processing will be:
 - a. Three Mylar Copies
 - b. Three Blueprint Copies
 - c. Two 8 1/2” by 11” reductions.

Additional copies may be requested, particularly after approval of the proposal.