

Sonoma Local Agency Formation Commission

111 Santa Rosa Avenue, Suite 240, Santa Rosa, CA 95404

707-565-2577 sonomalafco.org

10. MAP AND BOUNDARY DESCRIPTION APPROVAL FORM

Review of Boundaries, File No. & Title: _____

CITY ENGINEER OR COUNTY SURVEYOR FINDINGS:

I have reviewed the boundaries of the preliminary map and boundary description filed for the above proposal and find that they:

- a. ___ are definite and certain.
- b. ___ are not definite and certain

Comments: _____

Date

City Engineer
(City annexations)

OR

County Surveyor
(All other reorganizations)

(If City Annexation, Name of City)

ASSESSOR'S OFFICE MAPPING SECTION FINDINGS:

I have reviewed the boundaries of the preliminary map and boundary description submitted for the above proposal and find that this office:

- 1. ___ approves map and boundary description
- 2. ___ does not approve map and boundary description

Comments: _____

Date

Mapping Technician
Sonoma County Assessor's Office

NOTE: These are preliminary maps and may be subject to change. After approval of the proposal, LAFCO will send a letter to the applicant specifying any additions or modifications that must be made to the map prior to final printing and recordation.

Attachments: Map, Boundary Description

11. APPLICATION REQUIREMENTS FOR MAPPING AND BOUNDARY DESCRIPTIONS

Maps and boundary descriptions filed as part of an application to LAFCO must meet certain specifications to be acceptable to the Commission and, ultimately, to the State Board of Equalization. The State Board will not file a finalized proposal unless and until the standards specified in these Application Requirements are met.

The Application Requirements assume that a proposal for annexation has already been made to the agency - city or special district - to which annexation is desired. Each city/special district has its own requirements for annexation and its own timeline for approval/denial, which must be followed. Applicants who submit map and boundary description to LAFCO without meeting city/special district requirements, including payment of fees, beforehand, may incur unnecessary costs if changes are needed.

The Professional Land Surveyors Act requires that a land surveyor or a civil engineer licensed to do land surveying draw the map and write the boundary description.

Compliance with the Application Requirements specified on the following pages must occur **BEFORE** a formal application for a change of organization or reorganization is submitted to LAFCO.

PLEASE NOTE:

- *For all annexations to or detachments from **CITIES**, maps and boundary descriptions must be submitted initially to the City Engineer.*
 - *For district formations and annexations to or detachments from **INDEPENDENT SPECIAL DISTRICTS**, maps and boundary descriptions must be submitted initially to the County Surveyor.*
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Applicants/representatives must follow, in sequence, the process described below for submitting maps and boundary descriptions as part of the pre-LAFCO application process.

1. The applicant/representative must submit **two** preliminary check print maps and **two** copies of the corresponding written boundary description to the City Engineer (for annexations and detachments from cities) OR to the County Surveyor (for annexations/detachments from special districts) for approval. **NOTE: The city or special district might require additional maps and/or boundary descriptions. Applicant is advised to check with annexing agency to determine its policy.**

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2. When the requirements of the City Engineer or County Surveyor are met, the City Engineer or County Surveyor will complete and sign the top portion of the Map and Boundary Description Approval Form (“the Approval Form”) and do the following:
 - Give the *original* Approval Form to the applicant
 - Retain a copy of the approved preliminary map and boundary description, and, if desired the Approval Form.
3. Applicant/representative must then submit the completed and signed original Approval Form to the County of Sonoma Assessor’s Office/Mapping Section, along with **two** copies of the City Engineer- or County Surveyor-approved preliminary map and **two** copies of the accompanying approved boundary description.

Note: Mapping Section personnel will accept maps/boundary descriptions ONLY if they are accompanied by the original Approval Form, completed and signed by the City Engineer or County Surveyor, as appropriate.

4. Under provisions of the Professional Land Surveyors Act, County Assessor’s Office/ Mapping Section technicians will complete their review of the preliminary map and boundary description within 20 business days of submittal, if no corrections or changes to these are needed. If corrections/changes are necessary, the Mapping Technician will contact the City Engineer or County Surveyor and applicant’s engineer directly; this will add to the review time. *Please note that special projects may require a longer period of time for review.*
5. When the preliminary map and boundary description are acceptable, meeting State Board of Equalization and LAFCO requirements, the Assessor’s Office Mapping Technician will complete and sign the *bottom* portion of the original Approval Form. The Assessor’s Office will provide a copy of the Approval Form to the applicant/representative.

NOTE: These are preliminary maps and may be subject to change. After approval of the proposal, LAFCO will send a letter to the applicant specifying any additions or modifications that must be made to the map prior to final printing and recordation.

6. The Assessor’s Office will keep on file one copy of each of the following: completed, signed Approval Form, preliminary map, and boundary description. The completed, signed *original* Approval Form and one copy of the map and boundary description approved by both City Engineer or County Surveyor and Assessor’s Office will be forwarded to LAFCO.

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7. After completion of Steps 1 – 6 above, applicant/representative can submit the LAFCO application to the LAFCO office, including all required documents listed on the application checklist.
8. *For all applications to LAFCO: An electronic version of the approved map must also be included, in AUTOCAD format.*

MAPS

1. **MAP SIZE:** Maps must be professionally drawn, shall be 18” x 26” in size, and shall conform to County Recorder requirements for recording. Maps are to be drawn at a scale large enough to show details clearly. (See No. 11 below for handling large area proposals.)
2. **CERTIFICATIONS:** Maps must contain the **exact** wording and signature blocks as shown on Attachment A; this wording must be included for LAFCO, Recorder, City Engineer or County Surveyor and the engineer or surveyor who completed the map.
3. **MAP REQUIREMENTS:**
 - a. Maps shall bear a north arrow, scale, date, title, the name of the affected agency(ies), area of each noncontiguous geographical area in square feet or acres, and Point of Beginning of the boundary description. The Point of Beginning must be clearly shown on the map.
 - b. The name of the applicant is required to appear in the title block.
 - c. Parcel(s) being annexed should be identified by current Assessor’s Parcel Numbers (APNs), name of property owner(s), deed number, and address (or be labeled “vacant”). Name(s) of property owner(s) must match those found on landowner petition(s).
 - d. Parcels adjoining the annexation area must show APNs, names of property owner(s), and deed number. (For larger proposals or formations, the APNs and names of property owners of the affected area may be tabled, if necessary).
4. **DISCLAIMER:** Each map must include the following wording: “All bearings and distances shown on this map are for informational purposes only and are not intended to affect the boundaries of this annexation.”
5. **TITLES:** See Attachment B for requirements relating to titles of various kinds of proposals and examples.
6. **STREETS & ADDRESSES:** The names and full width of existing streets, roads and highways within and adjacent to the subject territory must be indicated. ***Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.*** For city annexations, both sides of the streets bounding the proposal are to be included. Such streets, roads, and highways must be

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labeled with street addresses at each point the boundary of the subject territory crosses a thoroughfare. For city annexations of developed territory, the street addresses of all parcels must be indicated on the map or on a separate map sheet. For proposals involving fire districts, the APN of *each* parcel must be shown.

7. **BOUNDARIES**: The boundaries of the existing district or city and the proposed boundaries must be distinctively shown without obliterating any essential geographic or political features. The boundaries of the subject territory shall be the most predominant line on the map. For existing City boundaries, information regarding previous annexations (annexation number, resolution or ordinance number, map recording details) must be provided.
8. **LOCATION MAP**: A location map showing the affected territory in relationship to a major highway or street access and surrounding areas must be included. The location map should be drawn as an inset on the map.
9. **BEARINGS & DISTANCES**: Bearings and distances should be shown on all lines. If not, alternative information should be shown to clearly identify the line. If the scale of the map is such that it is impractical to letter adjacent to or near the line, 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. **CALLS & REFERENCES**: All boundary description calls, deeds, lot or subdivision references should be noted on the map to clarify a point, line or direction.
11. **FOR LARGE AREA PROPOSALS OR FORMATIONS**: Maps cannot exceed a maximum size of 18" x 26" but must clearly show streets and major features, and, for annexations, must show existing parcels. To meet this requirement, several sheets may be necessary. A key map must be used when there are more than two map sheets. The key map may be of reduced size, if used as an inset.
12. **LOT LINE ADJUSTMENTS**: The proposal may require a lot line adjustment or, if it can be justified, an adjustment of the assessment line by the Assessor to annex a smaller portion of a parcel (See No. 6 under "Boundary Descriptions: Subject Area"). Such justification may be due to topographical barriers to service extensions or because it has been determined that a smaller area annexation is a more logical proposal.

BOUNDARY DESCRIPTIONS

A typed metes and bounds description of the affected territory must accompany the maps.

1. **DATE AND TITLE**: The description must be headed with the date and title as shown on the map.

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2. **DESCRIPTION REFERENCE**: Every description must be self-sufficient within itself and without the necessity of reference to any extraneous document. When a description refers to “record data,” bearings and distances to supplement calls for adjoiners or existing district boundaries are recommended.
3. **TOWNSHIP, RANGE AND SECTION NUMBERS**: State the township and range, section number(s) or rancho(s).
4. **POINT OF BEGINNING**: The boundary description shall have a point of beginning referenced to a known major geographic position (*Example: section corners, intersection of street or road centerlines, intersection of street centerline and city, county or district boundary at time of filing, etc*). A point of beginning that is tied to a fencepost, tree or pipe in the ground is not considered a major geographic position. A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected. It is preferred that the point of beginning be the point of departure from an existing subject boundary.
5. **CONTIGUOUS PORTIONS**: When writing a metes and bounds description of a contiguous annexation, all details of the contiguous portion(s) of the boundary should be omitted. The junction points between the proposed boundary and the existing boundary must be clearly established.
6. **PERIMETER BOUNDARY**: A description making reference to only a subdivision or a lot within a subdivision or similar references without actually describing the perimeter boundary of the subject area is not acceptable.
7. **SUBJECT AREA**: The description must describe only the subject area. Descriptions of larger areas with exceptions are not acceptable unless the exception is an “island” totally surrounded by lands proposed for annexation.
8. **PARCEL LINES**: Boundary descriptions should not divide an existing Assessor’s Parcel unless such division can be justified to the Assessor and LAFCO. (The new Assessor’s Parcel line cannot be formed until the State Board of Equalization assigns a new tax rate area.)
9. **AREA**: Boundary descriptions must denote the size of area to be annexed (square feet or acres). *When describing more than one non-contiguous geographical area, state acreage for each separate area and the combined total acreage of the subject territories.*
10. **DISCLAIMER**: All boundary descriptions must include the following wording: “All bearings and distances shown in this boundary description are for informational purposes only and are not intended to affect the boundaries of this annexation.”

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CERTIFICATIONS

The following certifications must appear on all maps submitted for approval.

ENGINEER'S or SURVEYOR'S STATEMENT:

This map has been compiled under my direction.

By: _____ Date: _____
Name, License No., and Expiration Date

CITY ENGINEER: *(For reorganizations, annexations, detachments involving CITIES)*

I, _____, City Engineer of the _____, hereby certify that the map hereon shown conforms to the requirements of Title 4, Division 1, Chapter 1, Article 3, of the Government Code of the State of California and to the description of the reorganization as adopted by Sonoma LAFCO in Resolution No. _____ dated _____.

By: _____ Date: _____
Name, Title, License Number

Deputy

COUNTY SURVEYOR: *(For reorganizations, annexations, detachments involving SPECIAL DISTRICTS)*

I, _____, Surveyor for the County of Sonoma, hereby certify that the map hereon shown conforms to the requirements of Title 4, Division 1, Chapter 1, Article 3, of the Government Code of the State of California and to the description of the reorganization as adopted by Sonoma LAFCO in Resolution No. _____ dated _____.

By: _____ Date: _____
Name, Title, License Number

Deputy

LAFCO:

Approved by Sonoma Local Agency Formation Commission in Resolution No. _____ dated _____.

By: _____ Date: _____
Executive Officer

RECORDER:

Recorded at the request of the Executive Officer of the Sonoma Local Agency Formation Commission, this _____ day of _____, 20____, in Book _____ of Maps, at Page _____, Sonoma County Records

County Recorder

Deputy

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PROPOSAL TITLES

NOTE: Please contact LAFCO staff for the exact titles for of agencies involved in the annexation or detachment.

REORGANIZATION/ANNEXATION/DETACHMENT

Reorganization (or Annexation) No. ____ (year + chronological number of proposal for that year), last name of applicant or readily identifiable name of project, and "Annexation To ____ Detachment From ____" specifics

Example: Annexation No. 87-3 (Vine Hill Ranch) to Forestville Water District

Example: Reorganization No. 88-1 (Redwood Business Park) Involving Annexation to City of Petaluma and Detachment from Penngrove Fire Protection District

NOTE: City of Santa Rosa proposal titles should begin with a directional designation, i.e., Northwest, Northeast, Southwest, Southeast. Santa Rosa's numbering system consists of the sequential number followed by the last two digits of the year, i.e., "No. 5-88."

Example: Northwest Santa Rosa Reorganization No. 5-88 (Smith) Involving Annexation to City of Santa Rosa and Detachment from Bellevue Fire Protection District

SPHERE OF INFLUENCE (SOI) AMENDMENTS

Sphere of Influence amendments should be numbered in sequence and should **not** reflect the year in which filed.

Example: Amendment No. 3 to City of Santa Rosa Sphere of Influence

For Sphere of Influence amendment proposals involving cities, the city determines the sequence number based on the number of previous amendment proposals. Sequence numbers for special district SOI amendments are available from the district or the LAFCO office.

DISTRICT FORMATIONS

Appropriate wording is:

Formation of (indicate correct name of new district) and Establishment of a Sphere of Influence for the District