

Contra Costa Local Agency Formation Commission

LAFCO Requirements for Maps and Legal Descriptions

Effective September 15, 2004

Exhibit A (Legal Description)

1. Each legal description shall be labeled “Exhibit A,” bearing the *LAFCO short* 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. *Every written geographic description must be self-sufficient within itself without the necessity of reference to any extraneous document.*
3. The written geographic description shall be expressed as either bearings and distances description, or as a specific parcel description in sectionalized land.
4. When the description is by metes and bounds all *courses* shall be described with bearings and distances written in a consistent *clockwise* direction. All curves shall be described by direction of concavity. Delta, arc length, *chord* and radius length shall be listed, including radial bearing for all points of non-tangency.
5. The Point of Beginning *shall* be referenced to an existing City or District boundary whenever possible. *When reference to an existing boundary is not possible, the point of beginning shall be referenced to a known major geographic position. (Example: section corners, intersections or street or road centerlines, intersection of street centerlines with city, county or district boundaries at the time of filing, etc.) A point of beginning that refers only to a tract map, a subdivision map or a recorded survey map will be rejected.* Effective January 1, 2000, the point of beginning shall be *described* by the California State Plane Coordinate System, 1983 datum.
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, described as “containing xxx acres more or less.”
8. Each legal description prepared by a Professional Land Surveyor or Registered Civil Engineer shall bear his or her signature, printed name, registration number, license expiration date and seal.
9. A blank space shall be provided for the signature, seal and approval block *of the County Surveyor* at the end of each legal description (1.75”h x 4.5”w).

10. 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.
11. Any variations to the items listed above must be approved by the LAFCO Executive Officer.

NOTE: Text in *italic* denotes changes incorporated to reflect the procedural modifications approved May 14, 1998 by the State Board of Equalization.