

# Ventura County Public Works Agency

## Engineering Services/County Surveyor

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### Checklist for LAFCo Application Maps and Legal Descriptions

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Jurisdictional boundary changes approved by LAFCo must subsequently be processed by the State of California Board of Equalization (BOE). The purpose of this checklist is to ensure that maps and legal descriptions submitted to LAFCo conform to the requirements of the BOE. Maps and legal descriptions that do not include the items on this checklist will not be accepted by LAFCo.

1. ☐ All maps shall be professionally drawn, neat, readable, and of reproducible quality. A properly formatted map is attached as an example.
2. ☐ The size of the original map(s) shall be 8 ½ inches x 11 inches in size, with a ½ inch border. Multiple map sheets are encouraged where necessary.
3. ☐ Each map shall have a north arrow, graphic scale, title (same as the accompanying legal description), preparation date and the name of the individual or company that prepared it. Details for cluttered or complicated areas are encouraged, where necessary, for clarity.
4. ☐ A vicinity map insert shall be included on the map.
5. ☐ All legal descriptions must be in metes and bounds or sectionalized land format. A properly formatted legal description is attached as an example.
6. ☐ Both the legal description preamble and the map title block must include reference to a Rancho or Rancho and Lot if the Rancho was originally subdivided into lots, or to a U.S. government Township, Range and Section. This reference may be in addition to any other appropriate record reference(s) forming the basis for the subsequent description.
7. ☐ The map and legal description must conform to one another and must be able to stand independently.
8. ☐ Please add the following general statement to both the legal description and map:  
  
*"Disclaimer: For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described."*
9. ☐ Each map shall have numbered bearings and distances as called out in the accompanying legal description.

Checklist for LAFCo Maps and Legal Descriptions  
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10. ☐ Maps shall show adjacent tie references and all references to any extraneous documents called out in the legal description.
11. ☐ The point of beginning of the legal description must be shown on the map and, if possible, must tie to the existing city or district boundary. Establishing the point of beginning by reference only to a recorded parcel map, miscellaneous record, or deed is not acceptable.
12. ☐ The acreage shall be shown on the map and set forth at the end of the legal description. Areas of less than 0.01 acre shall be shown in square feet.
13. ☐ The map shall show the existing city and/or district boundary(ies) without obliterating any essential information.
- a. A separate map and legal description, properly captioned and drawn, must be prepared for each separate action contained within a reorganization, unless the areas involved in the separate actions are identical, then...
- b. If the areas involved in separate actions of a reorganization are identical, one map and legal description is sufficient provided it is properly captioned and contains all of the proper ties to the existing city and/or district boundaries.
14. ☐ Each map shall clearly indicate all existing streets, roads, highways, flood control channels and railroad right-of-way within and adjoining the subject proposal area(s).
15. ☐ A check for deposit made out to the Ventura County Surveyor's Office by the applicant or a letter from the applying agency authorizing the County Surveyor's office to bill for work performed is required and shall accompany the application submitted to Ventura LAFCo. The Surveyor's Office will refund any unused funds. If the cost exceeds the deposited amount, the Surveyor's Office will bill the applicant or applying agency.

The amount of deposit shall be:

- \$3,500 for the first parcel (i.e., discrete area to be annexed and/or detached) involved in a jurisdictional boundary change, **AND**
- \$1,500 for each additional parcel

The deposit will be applied to the following Surveyor's Office work:

- Legal description and map check
- Legal description and map certification
- GIS mapping update check (post recordation)

If you have any questions regarding this checklist, please contact the Ventura County Surveyor's Office at 805-654-2083.

**"EXAMPLE"**

**CITY OF CAMARILLO REORGANIZATION  
JONES**

**CITY OF CAMARILLO ANNEXATION NO. 888  
TO THE CITY OF CAMARILLO AND ANNEXATION TO THE CAMARILLO SANITARY DISTRICT AND  
DETACHMENT FROM THE VENTURA COUNTY RESOURCE CONSERVATION DISTRICT AND  
DETACHMENT FROM GOLD COAST TRANSIT DISTRICT AND DETACHMENT FROM VENTURA  
COUNTY SERVICE AREA NO. 32**

All of Lots 9, 10, 20, and 21, and portions of Aloha Street and Beverly Circle of Tract No. 1500, in the County of Ventura, State of California, as shown on the map recorded in the Office of the County Recorder of said County in Book 15, Page 73 of Miscellaneous Records (Maps), said Tract and Streets also being a portion of Lot 14 of the Rancho Santa Ana as shown on the map recorded in the Office of said County Recorder in Book 3, Page 32 of Miscellaneous Records (Maps), described as follows:

Beginning at the intersection of the westerly line of said Tract No. 1500 and the centerline of said Aloha Street, 60.00 feet wide, said intersection being the westerly terminus of the 8th course of the Hill Reorganization, Annexation No. 33 to the City of Camarillo and Annexation to the Camarillo Sanitary District, as described and shown in the Certificate of Completion recorded on October 15, 1988, in the Office of said County Recorder as Document No. 88-888888 of Official Records; thence, along said westerly line and the existing boundary of said City of Camarillo and said Camarillo Sanitary District,

- 1st - North 16°20'30" West 190.00 feet to the most westerly corner of said Lot 10; thence, leaving said existing City and District boundary, along the northerly line of said Lot 10 and the easterly prolongation thereof, to and along the northerly line of said Lot 20,
- 2nd - North 73°39'30" East 295.23 feet to the most northerly corner of said Lot 20; thence, along the easterly line of said Lot 20 to and along the easterly line of said Lot 21 and the southerly prolongation thereof,
- 3rd - South 16°20'30" East 220.00 feet to the southerly line of said Aloha Street, 60.00 feet wide; thence, along said southerly line,
- 4th - South 73°39'30" West 207.73 feet to said existing City and District boundary; thence, along said existing City and District boundary by the following two courses:
- 5th - North 16°20'30" West 30.00 feet to the centerline of said Aloha Street; thence, along said centerline,
- 6th - South 73°39'30" West 87.50 feet to the point of beginning.

Containing 1.43 acres, more or less.

*For assessment purposes only. This description of land is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.*

Prepared By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

STAMP

Disclaimer: For assessment purposes only. This map is not a legal property description as defined in the Subdivision Map Act and may not be used as the basis for an offer for sale of the land described.



PREPARED BY:  
AAA ENGINEERING, INC.  
1010 MAIN ST.  
VENTURA, CA 93001  
805-555-2030

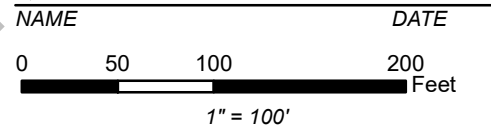
### COURSES

1. N 16°20'30" W 190.00'
2. N 73°39'30" E 295.23'
3. S 16°20'30" E 220.00'
4. S 73°39'30" W 207.73'
5. N 16°20'30" W 30.00'
6. S 73°39'30" W 87.50'

1.43 ACRES  
MORE OR LESS

### LEGEND

-  = EXISTING CITY OF CAMARILLO AND CAMARILLO SANITARY DISTRICT BOUNDARY
-  = PROPOSED ANNEXATION BOUNDARY
- P.O.B. = POINT OF BEGINNING



CITY OF CAMARILLO REORGANIZATION\*

### JONES

CITY OF CAMARILLO ANNEXATION NO. 888 TO THE CITY OF CAMARILLO AND ANNEXATION TO THE CAMARILLO SANITARY DISTRICT AND DETACHMENT FROM THE VENTURA COUNTY RESOURCE CONSERVATION DISTRICT AND DETACHMENT FROM GOLD COAST TRANSIT DISTRICT AND DETACHMENT FROM VENTURA COUNTY SERVICE AREA NO. 32

OR

CAMARILLO SANITARY DISTRICT ANNEXATION\*

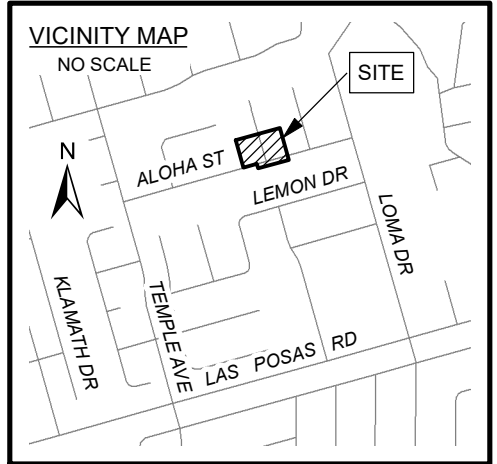
### JONES

(CSD ANNEXATION 2025-01)

ALL OF LOTS 9, 10, 20 AND 21, AND PORTIONS OF ALOHA STREET AND BEVERLY CIRCLE, TRACT NO. 1500 PER 15 MR 73, SAID TRACT AND STREETS ALSO BEING A PORTION OF LOT 14 OF THE RANCHO SANTA ANA PER 3 MR 32, IN THE COUNTY OF VENTURA, STATE OF CALIFORNIA

MM-DD-YYYY

SHEET 1 OF 1



HILL REORGANIZATION  
ANNEXATION NO. 33  
TO THE CITY OF CAMARILLO AND  
TO THE CAMARILLO SANITARY DISTRICT  
CERTIFICATE OF COMPLETION  
PER DOC. NO. 88-88888 O.R.  
RECORDED 10-15-1988

CAMARILLO SANITARY DISTRICT  
CITY OF CAMARILLO  
UNINCORPORATED VENTURA COUNTY

CIRCLE

BEVERLY

ALOHA - - ST.

P.O.B.  
THE WESTERLY TERMINUS  
OF THE 8TH COURSE OF  
THE HILL REORGANIZATION

NOTE: INFORMATION HEREON IS FICTITIOUS AND IS INTENDED FOR EXAMPLE ONLY.

\*LAFCO PROJECTS INCLUDING ONLY A SINGLE ACTION TYPE (E.G., ONE OR MORE ANNEXATIONS OR ONE OR MORE DETACHMENTS) TO A SINGLE SPECIAL DISTRICT SHALL BE ENTITLED "ANNEXATION" OR "DETACHMENT", RESPECTIVELY. ALL OTHER LAFCO PROJECTS WILL BE ENTITLED "REORGANIZATION".