



INSTRUCTIONS FOR FILING AN ANNEXATION APPLICATION AND MAPPING REQUIREMENTS

CONTENTS OF AN APPLICATION

A formal application **must** include a minimum the following documents. Applications that do not meet minimum requirements **will not** be accepted for filing by the LAFCO Executive Officer:

1. RESOLUTION OR PETITION

An application to LAFCO must be either in the form of a RESOLUTION or a PETITION and must meet all requirements thereto.

- (a) PETITION: A petition is an application submitted upon the "Petition Application", and must be signed by the applicant(s). Petitions must comply with the provisions of Section 56700 et seq.
- (b) RESOLUTION: A resolution of application may be filed by the legislative body of a local agency. The requirements for a resolution are contained in Government Code Section 56654 et seq.

The application for more than one parcel shall clearly identify each parcel by Assessor's Parcel Number and shall list the current owner(s) of record.

2. MAPS AND LEGAL DESCRIPTIONS (10 COPIES)

Prior to being accepted by LAFCO, maps and legal descriptions must have been approved by the Imperial County Surveyor. Please see attached mapping requirements. **The LAFCO application will not be considered complete until the maps are accepted.**

3. FILING FEE

LAFCO fees must be submitted concurrently with the application and maps. Checks are the only form of payment accepted. Please make checks payable to **IC LAFCO**. Once an application is approved by the Commission, a **separate** check will be required and made payable to the State Board of Equalization. See our Fee Schedule for a complete list of all fees.

4. CONSULTATION

It is **highly recommended** that a consultation meeting with the Executive Officer be held prior to the filing of an application (Petition/Resolution). Please contact the Clerk/Analyst, Lori Zinn, at (760) 353-4115 or by e-mail at loriz@iclafco.com to schedule an appointment with the Executive Officer.

MAPPING REQUIREMENTS

(MINIMUM REQUIREMENTS)

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 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 Imperial County Surveyor and the LAFCO Executive Officer.

MAPS

1. *Maps must be professionally drawn by a Licensed Engineer, licensed in California, and shall not exceed 24" x 36" in size. Maps shall be stamped and (wet) signed by preparer.*
2. *Maps shall bear a north point, scale, date, title, and short-term designation, the name of the affected agency or agencies, area in square feet or acres, and point of beginning of the legal description.*
3. *The full width of rights-of-way for existing streets, roads, and highways within and adjacent to the subject territory shall be included. Each street, road and highway shall be labeled by name at each point the boundaries of the subject territory crosses a thoroughfare.*
4. *The boundaries of the existing district or city (if applicable) and the proposed boundary must be distinctively shown without obliterating any essential geographic or political features.*
5. *Include a location map showing the affected territory in relationship to major highway or street access and surrounding areas.*
6. *Bearings and distances must be shown on all lines. If the scale of the map is such that it is impractical to letter adjacent to or near the line, then 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.*
7. *Legal description, deed, lot, or subdivision references should be noted on the map by recorded book and range number to clarify a point, line, or direction.*
8. *The final map must include the assigned annexation number. This number will be assigned by LAFCO. No other numbers will be accepted.*
9. *The map should show tract or section information where applicable.*
10. *A minimum of ten (10) copies of the map(s) and legal description(s) must be submitted. Additional copies may be required at the determination of the Executive Officer.*
11. *After the project is approved by the Commission, the final map shall be submitted as a "mylar", meeting the standard by the Imperial County Public Works Survey Department and the Imperial County Recorder's Office.*
12. *The map title must be referenced as "Exhibit A", followed by the project name and project number.*

LEGAL DESCRIPTIONS

A typed “metes-and-bounds” legal description of the affected territory must accompany the map(s) being submitted.

1. *The legal description shall be prepared by the preparer of the map, which by State law must be a California Licensed Engineer or Surveyor.*
2. *The description must be headed with the date, title or short-term designation of the proposal, the name of the affected agency or agencies, and shall include the correct annexation number (contact LAFCO for the assigned project number).*
3. *Every description must be self-sufficient within itself and without the necessity or reference to any extraneous document.*
4. *A description making reference only to a subdivision or a lot within a subdivision or similar references without actually describing the perimeter boundary of the subject area is **not acceptable**.*
5. *The description must describe **only the subject area**. Descriptions of larger areas with exceptions are **not acceptable**.*
6. *Each Assessor’s Parcel Number shall be listed on a separate page attached to the map.*
7. *Legal descriptions shall not divide an existing “legal” parcel unless such division can be justified. Justification of such a division shall be the burden of the proponent and shall be considered on a case-by-case basis.*

SAMPLE LEGAL DESCRIPTION

ANNEX NO. (____-____)
TO
THE (CITY/DISTRICT) OF (CITY/DISTRICT NAME)

“Beginning at a point on the existing boundary of the City of Bracelito, said point of being in the NW corner of Lot 17 as said lot is shown on sheet 2 of that certain map entitled, “Bracelito Subdivision No. 25” recorded October 1, 1943 in Block 9 of Maps at Page 356, Imperial County Records; thence along city limits boundary 200 00’00”W 00 feet; thence N00 00’00”W 00 feet; thence N00 0’E 00 feet; thence S00 0’ E feet to the point of beginning.”

Containing approximately _____ acres.

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