

**GUIDE TO PREPARATION  
OF DESCRIPTIONS AND MAPS FOR THE  
SAN JOAQUIN LOCAL AGENCY FORMATION COMMISSION**

The following guide will assist the preparer of the Descriptions and Maps, which accompany proposals filed with the Local Agency Formation Commission. These are general requirements and may not be complete. The guide is a composite of the requirements of the San Joaquin County Surveyor's Office, the State Board of Equalization and statutory requirements. Exceptions may be allowed in certain cases at the discretion of the County Surveyor.

**DESCRIPTIONS:**

1. The Description shall be substantially in the form of the attached Exhibit "A".
2. All Descriptions shall be metes and bounds.
3. Descriptions of contiguous annexations must make reference to the point of joining, contiguous courses, and point of departure with the existing city limits or district boundary.

**MAPS:**

1. If a map larger than 8½" x 11" is necessary, an 8 ½"x11" reduction shall also be submitted.
2. Maps must be drawn to scale and must include a north arrow and scale designation.
3. The point of beginning of the legal description must be shown on the map.
4. Existing boundaries and proposed boundaries should contrast with each other and other lines on the map.
5. Maps should show all existing streets, roads, and highways within and adjacent to the proposed annexation, together with the current names of these thoroughfares.
6. Maps should also show all property lines within and immediately adjacent to the proposed annexation; and, if a tentative subdivision map also has been approved for the proposed annexation site, the future lot lines and street names should be shown.
7. A separate 8 ½" x 11" vicinity map shall be submitted.

EXHIBIT "A"

\_\_\_\_\_  
(Date)

DESCRIPTION OF PROPOSED  
TO THE \_\_\_\_\_  
(Name of Annexation) (City/District/CSA)  
San Joaquin County, California

\_\_\_\_\_  
(Preamble)

\_\_\_\_\_  
(Body of Description – Metes and Bounds)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Containing \_\_\_\_\_ acres, more or less.