

## Ventura County Public Works Engineering/Surveyor Services

### CHECKLIST FOR MAPS AND LEGAL DESCRIPTIONS

1. All maps shall be professionally and accurately drawn. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.
2. A legal description must accompany each map. Descriptions must be metes and bounds or sectionalized descriptions. Each legal description and map must conform to one another and must be able to stand independently.
3. A separate map and legal description, properly captioned and drawn, must be prepared for each separate action which is contained within the Reorganization, unless the areas of the separate actions are identical. A reference to each annexation/detachment for each city or district should be noted.  
*Example:*
  - i. City of San Buenaventura Reorganization
  - ii. Annexation to the City of San Buenaventura
  - iii. Detachment from the Ventura County Resource Conservation District
  - iv. Detachment from the Ventura County Fire Protection District
4. Maps should have numbered bearings and distances as called out in the accompanying legal description. Maps are to show adjacent tie references and all references to any extraneous documents called out in the legal description.
5. Add the following general statement to both the legal description and to the 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.*
6. Original maps must be submitted. Reduced maps are not acceptable and will be rejected.
7. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
8. Any portion of an existing district or city boundary in close proximity to the project area shall be shown and identified.

## Checklist for Maps and Legal Descriptions

### ***Continued***

9. Every map must clearly show all existing streets, roads, highways, flood control channel and R/R rights-of-way that are within and adjoining the subject proposal area. Their current names must also be shown.
10. Each map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
11. Every map shall bear a scale, north arrow, title (title must be the same as accompanying the legal description), date prepared and name of individual or company that proposed it. Establishing the point of the beginning by reference to a parcel map, or other miscellaneous recorded document only, is unacceptable.
12. Each map shall be adequate for scaling purposes. Details for difficult areas are encouraged for clarity.
13. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.
14. All dimensions needed to plot the boundaries shall be given on the map of the project area. Each map shall have numbered courses matching the written geographic (legal) description. Index tables may be utilized.
15. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
16. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), those area(s) should be shown in an enlarged drawing. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.
17. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. TASS has standardized the D size (24 X 36) map sheets, but will accept larger or smaller map sized depending on the size and complexity of the individual single area(s).

EXISTING CITY OF CAMARILLO AND CAMARILLO SANITARY DISTRICT BOUNDARY  
 PROPOSED ANNEXATION BOUNDARY

**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.

**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

SCALE 1" = 100'

CITY OF CAMARILLO REORGANIZATION \*  
**JONES**  
 CITY OF CAMARILLO ANNEXATION NO. 888;  
 CAMARILLO SANITARY DISTRICT ANNEXATION;  
 DETACHMENT FROM THE VENTURA COUNTY  
 RESOURCE CONSERVATION DISTRICT

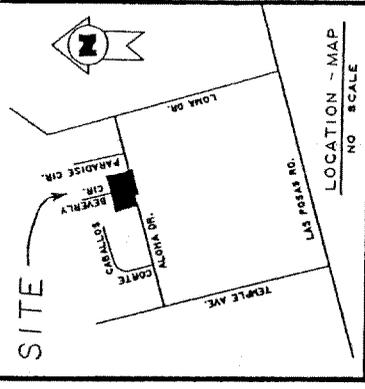
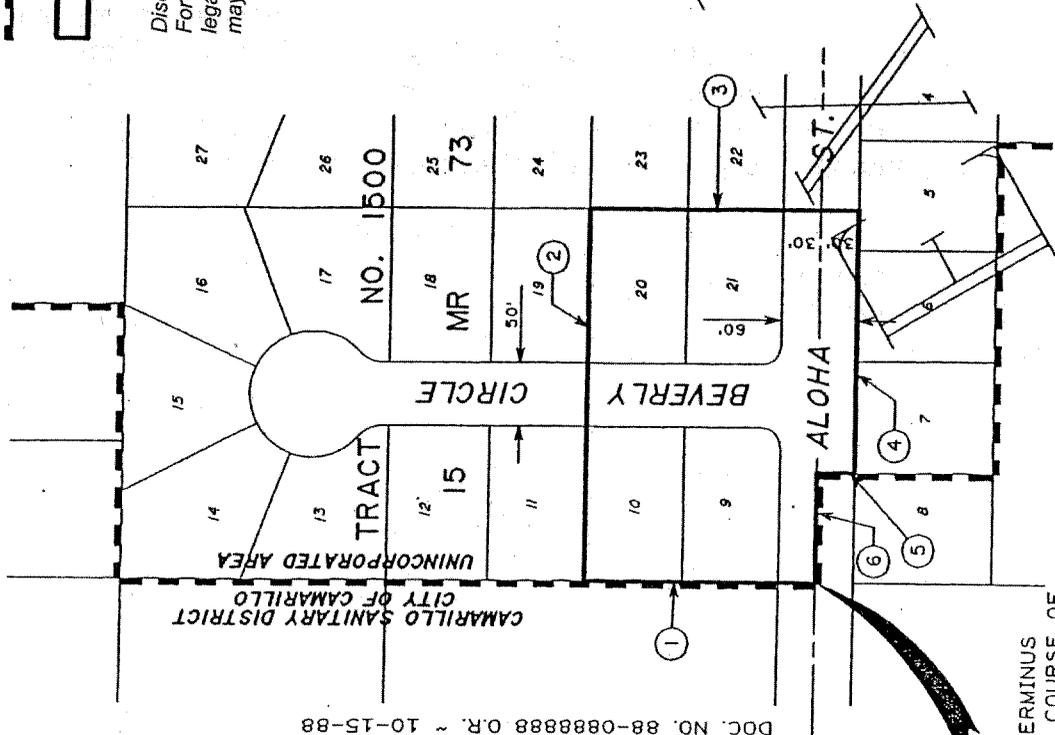
OR  
 CAMARILLO SANITARY DISTRICT ANNEXATION \*  
**JONES**  
 (CSD ANNEXATION 2000-01)

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

PREPARED BY:  
 A & E ENGINEERING INC.  
 2000 S. OCEAN BLVD.  
 VENTURA, CA 93001  
 805-644-8888

MM-DD-YY

\* IF ONLY ONE DISTRICT IS INVOLVED, THEN THIS WILL BE AN 'ANNEXATION' AND NOT A 'REORGANIZATION'. CITY BOUNDARY CHANGES WILL ALWAYS BE A 'REORGANIZATION'.



ANNEXATION NO. 33  
 CITY OF CAMARILLO  
 CAMARILLO SANITARY DISTRICT  
 CERTIFICATE OF COMPLETION  
 DOC. NO. 88-0888888 O.R. 10-15-88

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

9-CLAYCO-SAMPLE  
 NOTE: INFORMATION HEREON IS FICTITIOUS AND IS BEING USED FOR ILLUSTRATION PURPOSES ONLY.

# **"EXAMPLE"**

## **CITY OF CAMARILLO REORGANIZATION JONES**

### **CITY OF CAMARILLO ANNEXATION NO. 888; CAMARILLO SANITARY DISTRICT ANNEXATION; DETACHMENT FROM THE VENTURA COUNTY RESOURCE CONSERVATION DISTRICT**

All of Lots 9, 10, 20, and 21, and portions of Aloha Street and Beverly Circle, 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, 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 the County Recorder of said County in Book 3, Page 32 of Miscellaneous Records, 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 west terminus of the 8th course of the Hill Reorganization, Annexation No. 33 to the City of Camarillo, Annexation to the Camarillo Sanitary District, and Detachment from the Ventura County Resource Conservation District, described 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 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 its easterly prolongation 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 its southerly prolongation,
- 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 the existing boundary of said City of Camarillo and Camarillo Sanitary District; thence, along said 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 and containing 1.43 acres.

*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.*