



**Kern Local Agency
Formation Commission**
5300 Lennox Ave. Suite 303
Bakersfield, CA 93309
661-716-1076
www.co.kern.ca.us/lafco/

Memo

To: LAFCo Applicants

Re: Board of Equalization Map and Legal Description and Local Policy Instructions

Kern LAFCo has adopted the State Board of Equalization (BOE) standards for a boundary map (attached). In addition to the BOE standards, we have local policy that outlines boundary line acceptance. Please refer to Section "B" of Kern LAFCo Procedures, Standards and Policies for the Evaluation of Proposals (attached).

Once you feel comfortable that the documents meet the required policies, email the legal description/s (marked Exhibit A) and map/s (marked Exhibit B) to Kern LAFCo. The documents will be reviewed for LAFCo policy acceptance and then an electronic copy will be forwarded by LAFCo staff to the County Surveyor for BOE and County policy review.

Electronic submittal of a map and legal description shall be in an acceptable format (pdf, tiff, gif, jpeg...pdf preferred); documents can be directly saved in the desired format from design software or professionally scanned for legibility is acceptable. LAFCo does accept electronic signatures.

Once LAFCo and the County Surveyor has approved the map (signed by County Surveyor) a Cad or shape file needs to be submitted to LAFCo with the final approved updates. The submitted Cad or shape files will not be released for public use; these will be submitted to BOE for expedited approval by the state.

CITY BOUNDARY CHANGES ONLY - All applications for annexation of territory must include: (1) Map of limiting addresses 8 1/2" X 11". (2) Alphabetical list of all streets within the affected area to include beginning and ending street numbers/s. (3) Estimated Population.

SPHERE OF INFLUENCE AMENDMENT - If the proposed reorganization will include a Sphere of Influence (SOI) amendment, please refer to Section "F" of the LAFCo Procedures, Standards and Policies for the Evaluation of Proposals, to assist in the creation of the required SOI Map. A SOI amendment does not require a legal description and does not need to meet BOE requirements. As the SOI map is to be filed, it must meet County of Kern Records requirements (call for updated requirements). Additional information pertaining to a SOI amendment is available in California Code, "Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000"; the following link provides the amendment procedures:

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=56428.&lawCode=GOV

If you have any questions or concerns, please contact LAFCo and we will work together to get them resolved.

Emails:

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