



# DEPARTMENT OF CONSERVATION

## DIVISION OF LAND RESOURCE PROTECTION



### ADDITIONAL MATERIALS REQUIRED FOR ANNUAL REPORTING

#### CALIFORNIA CODE OF REGULATIONS TITLE 14 §14111

[California Code of Regulations \(CCR\) Title 14 § 14111](#) outlines the required content of the Williamson Act Participation/ Open Space Subvention Act Survey (previously titled Open Space Subvention Application). In addition to the [forms](#) provided by the Department of Conservation (Department), the reporting jurisdiction must include:

- A resolution adopted by the governing body authorizing the filing of the application and designating an authorized representative (CCR §14111(a));
- If changed since previous submittal, a sample of each form of contract, agreement, scenic restriction, or open space easement used for placing land under enforceable restriction (CCR §14111(d));
- If changed since previous submittal, a copy of the Open Space element (or equivalent) of the governing body's general plan (CCR §14111(f));
- If changed since previous submittal, the governing body's rules for administration of agricultural preserves (CCR §14111(e)); and
- A map showing the lands in the categories tabulated in the forms provided by the Department. The map may be submitted in hardcopy; however, digital geographic information system (GIS) parcel data is preferred. Regardless of the form, the map must include the following information (CCR §14111(c)):
  - The location and category of all lands tabulated in the forms provided by the Department;
  - The location and category of all enforceably restricted lands enrolled under contracts pursuant to [Government Code § 51240](#) that are not otherwise accounted for in the Department forms;
  - The location and type of enforceable restriction, as defined in [Revenue and Taxation Code § 422](#) for a scenic restriction entered into prior to January 01, 1975, an open space easement, or a wildlife habitat contract for which subventions are claimed (if applicable);
  - The boundaries of agricultural preserves established pursuant to [Government Code § 51230](#).
- The following additional requirements apply when submitting a **hardcopy** map:
  - The boundaries of all lands specified must be clearly and precisely delineated;

- Delineation within each parcel must be made, whenever possible, to indicate distinctions between land categories that exist within the parcel or parcels.
- Areas 40 acres or larger must be shown on the map.
- The map must be produced using a stable, durable material (e.g., presentation grade drafting film or paper).
- Prominent physical and cultural features, such as county or city boundaries, major transportation routes, drainage courses, inland water bodies, and major population centers, must be clearly represented. Wherever the boundaries of lands tabulated in the Department forms coincide with such features, the boundaries must be represented in such a way that it is clear to the reader of the map that the boundary in fact coincides with the physical or cultural feature.
- The preferred scale for production is 1:100,000; the map must be produced at a scale no smaller than 1:125,000 and no larger than 1:60,000. The scale and type of projection system used must be clearly identified on the map.
- Labeled reference marks or grid lines must be used whenever possible to indicate the location of the area depicted on the map relative to a commonly used coordinate system such as the public lands survey system or latitude and longitude.
- The following additional requirements apply when submitting **digital map and data**:
  - Boundaries of land tabulated in the Department form, which are bounded by physical or cultural features, must accurately coincide with those features as the features are represented on reliable and readily available base maps such as the United States Geological Survey Topographic Quadrangle Map Series;
  - The delineation of lands specified in the Department forms must be based on original information no smaller than 1: 125,000 in scale;
  - Written documentation containing the scale, map projection system, map coordinate system used to create and store the file, and a description of the mapping system used to create the map file, including the name of any proprietary file format.

Please refer to the [California Code of Regulations \(CCR\) Title 14 §14111](#) for the specific regulations governing these requirements.

