

**BOARD OF SUPERVISORS OF THE
COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

IN THE MATTER OF SETTING A REVISED)
FEE SCHEDULE FOR THE DEPARTMENT OF)
PUBLIC WORKS FOR REVIEW OF SUBDIVISION) RESOLUTION NO. 07-_____
MAPS AND OTHER DOCUMENTS SUBMITTED)
TO THE COUNTY SURVEYOR)

WHEREAS, the Department of Public Works County Surveyor Division incurs substantial costs in the review of various documents submitted to the County Surveyor for review; and

WHEREAS, the County has authority to adopt and has adopted Subdivision Map and Document Review Fees pursuant to projects processed under the Business and Professions Code section §8700 et seq., Government code §66410 et seq., and Chapter 21 and 21A of County Code; and

WHEREAS, the Department of Public Works has the responsibility to recover these costs to the maximum extent feasible through appropriate fees; and

WHEREAS, the Department of Public Works reviews projects under advice from County Counsel; and

WHEREAS, County Counsel regularly spends staff time in support of the decisions made by the County Surveyor; and

WHEREAS, the Department of Public Works currently collects these fees under County Resolution No. 06-359 and 07-321; and

WHEREAS, the Department of Public Works finds it necessary to revise certain fees set forth in this resolution pursuant to an updated fee schedule; and

WHEREAS, the Department of Public Works has reviewed the existing Subdivision Map and Document Review Fees and revised them to reflect current review costs, and attached Exhibit "A" reflects these revised fees; and

WHEREAS, the Board of Supervisors finds that the fees set forth in this resolution are exempt from California Environmental Quality Act (CEQA) review pursuant to 14 CCR 15273 and Public Resources Code § 21080, subd. (b)(8)(A) and (B) in that the fees will be used for operating expenses and for the purchase of supplies, equipment and materials;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED AS FOLLOWS:

- 1) County Resolution 07-321 adopted for the collection of fees for Subdivision Map and other Document Review by the County Surveyor is hereby rescinded.
- 2) The Subdivision Map and Document Review Fee Schedule shall be set forth in Exhibit "A" which are attached and incorporated by reference. These Subdivision Map and Document Review Fees shall become effective December 16, 2007.
- 3) Fees and procedures outlined in Exhibit "A" shall be controlling of fees collected by Planning and Development for Public Works pursuant to County Resolution 06-359.
- 4) The Department of Public Works shall reimburse County Counsel from the fees collected by them at the appropriate hourly rate as determined by the Auditor-Controller.

- 5) All other fees of Public Works including those for the County Surveyor not referenced in Exhibit "A" shall remain in full force and effect.
- 6) Upon a showing of good cause, the Board of Supervisors may, by minute order or resolution, adjust or waive the fees set forth in Exhibit "A".
- 7) That the fees set forth in the attached schedule of fees are exempt from the California Environment Quality Act (CEQA) review pursuant to 14 CCR 15273 and Public Resources Code Section 21080, subd. (b)(8)(A) and (B) in that the fees will be used for operating expenses and for the purpose of supplies, equipment and materials.
- 8)

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this ____ day of _____, 2007 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

By: _____
Deputy

APPROVED AS TO FORM:
SHANE STARK
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
ROBERT GEIS
AUDITOR-CONTROLLER

By: _____
Deputy County Counsel

By: _____

EXHIBIT "A"

PUBLIC WORKS/COUNTY SURVEYOR

Subdivision Map and Document Review Fee Schedule

The County of Santa Barbara requires payment for all processing costs associated with the review of maps and documents for subdivisions, mergers, lot-line adjustments, certificates of compliance, and other legal surveying documents reviewed by the County Surveyor Division of Public Works. The County Surveyor reviews each document for compliance with State Law and local Ordinances before submitting final documents to the County Recorder. The Public Works Department uses the criteria outlined below to determine whether a FIXED FEE or DEPOSIT shall be required. The Public Works Subdivision Map and Document Review Fees are listed on the last page of this Exhibit.

1. FIXED FEE

The County Surveyor collects a FIXED FEE when a project requires only a ministerial or minor discretionary review with a consistently predictable level of staff review for that document type. These fees are computed using the following formula: *average number of hours multiplied by the Standard Salary Cost plus Non-Salary Costs*. If a FIXED FEE is collected for the project, applicants will not be billed for any additional costs, nor will fees be refunded, unless the applicant is informed that the case is being converted to a DEPOSIT as described below:

CONVERSION OF FIXED FEES: The County Surveyor assesses a case during the review of the application and may reconsider the appropriateness of submitted fixed fees if the case has unique characteristics which would make the case much more expensive to process than the typical case upon which the FIXED FEE was established, if the applicant submits substantial revisions later in the review process, or if unforeseen circumstances arise. For such cases, the Public Works Director, the County Surveyor, or their designee may require the case to be converted to a DEPOSIT (full cost recovery). Any unused portion of the FIXED FEE will be credited to the project account. The applicant will be required to submit an AGREEMENT for Payment of Processing Fees and may be required to submit an additional deposit before case processing is resumed. Staff will inform applicants in writing when this situation arises.

2. DEPOSIT FOR COST REIMBURSEMENT

A DEPOSIT is collected when a project requires a higher level of review or has a significant chance that it will deviate substantially from the average project of its type (e.g. Certificates of Compliance may require 10, or as many as 100 hours to process due to the complexity of the chain of title). A DEPOSIT is required to ensure cost reimbursement. Initial fees will take the form of a PREDETERMINED DEPOSIT due upon application submittal which is generally the average cost of reviewing that particular type document. Additional fees will be requested when the project balance has been determined to be less than the remaining estimate of work to be performed before closure of the project. The DEPOSIT amount will be applied to direct costs of staff review at established STANDARD SALARY COST and NON-SALARY COSTS. After the documents are reviewed and approved for recording and all project related costs have been charged, the applicant will receive a refund of any

remaining balance. In no case will the project be finalized without sufficient funds on deposit with the Public Works Department without approval from the Board of Supervisors.

STANDARD SALARY COST: The Public Works standard salary cost (the hourly rate at which staff's time is billed) is approved by the Auditor-Controller's office. It is calculated using the average hourly cost including salary and benefits for staff and indirect salary costs attributable to the function though not to a specific project, e.g. supervision, clerical and support services, public information, and training.

NON-SALARY COSTS: The Public Works Department has developed standard charges to recover non-salary costs associated with the processing of projects. The charges recover costs ranging from office supplies and equipment to compensation for indexing of records. A charge will be made against the DEPOSIT for each non-salary cost category that applies to that project.

3. EXPEDITED PROCESSING

EXPEDITED PROCESSING is a voluntary process whereby the applicant can request that a Record of Survey or any project subject to regulation by Chapter 21 or 21A of the County Code be reviewed by a qualified county contractor as specified by the County Surveyor. This request must be made in writing.

EXPEDITED PROCESSING COST: The applicant will pay all direct and indirect costs incurred by the contractor (hourly charge plus reproduction and shipping costs) as well as indirect overhead (administrative and technical processing by staff) to the County Surveyor's Office. Hourly rates for contracted projects are variable depending on the current contractor rate and contractor selected. Selection of the contractor is at the sole discretion of the County Surveyor. County Surveyor staff time will be charged as specified above and any necessary overtime work by County Staff to process expedited projects shall be charged at overtime rates (Approximately 1½ times current STANDARD SALARY COST).

4. REIMBURSEMENT OF COUNTY COUNSEL

The Public Works Department shall reimburse County Counsel for staff time while working on Subdivision Map and Document review projects at the hourly rate as approved by County Counsel. The Public Works Department shall reimburse County Counsel from the FIXED FEES and DEPOSITS collected by the County Surveyor from the applicant of the project.

5. CPI ADJUSTMENT

The fees listed in EXHIBIT "A" can be adjusted each fiscal year (July 1 – June 30) after review and approval by the Director of Public Works beginning July 1, 2008 by an amount not to exceed the local Consumer Price Index (CPI) for the Los Angeles/Riverside/Orange County Area during the fiscal previous year.

6. APPEALS

If an applicant wishes to appeal a decision made by the County Surveyor in accordance with Chapter 21 of the County Code, then the appellant must submit a DEPOSIT of \$2,000, which consists of FIXED FEES for County Counsel of \$250 and the Clerk of the Board of \$250 and a DEPOSIT amount of \$1,500 to Public Works. Upon completion of processing the appeal, any remaining balance will be refunded to the applicant. No costs will be charged beyond the initial DEPOSIT amount.

7. NON-PAYMENT OF FEES OR DEPOSITS

The County Surveyor will not finalize or record any subdivision map or document review project until all project processing costs have been paid. For DEPOSIT applications, work will be held in abeyance until the DEPOSIT amount estimated by staff has been paid. Failure to pay initial deposit within ten (10) calendar days and/or additional deposits within thirty (30) calendar days of billing date shall be grounds for suspension of processing of the project. If the owner or applicant owes an amount due on any other subdivision map or document review project with the County Surveyor, any past due amount must be paid by the applicant before the County Surveyor will accept a subsequent application from the applicant. Further, the applicant will be required to submit full estimated costs of processing plus 50% at the time the deposit for the subsequent application is due.

PUBLIC WORKS/COUNTY SURVEYOR
Subdivision Map and Document Review Fee Schedule
Effective December 16, 2007
County Resolution 07- _____

Project Type	Fee Type	Fee
Agricultural Preserve (Cancellation) *	FIXED	\$730.00
Agricultural Preserve (New) *	FIXED	\$0.00
Agricultural Preserve (Non-Renewal) *	FIXED	\$270.00
Agricultural Preserve (Replacement) *	FIXED	\$0.00
Boundary Line Agreement (Ch. 21A only (Base))	DEPOSIT	\$1,250.00
Boundary Line Agreement (Ch. 21A only (Additional per lot))	FIXED	\$50.00
Certificate of Compliance	DEPOSIT	\$1,000.00
Certificate of Correction	FIXED	\$10.00
Conditional Certificate of Compliance	DEPOSIT	\$1,000.00
Corner Record	FIXED	\$10.00
Final Map (Base)	DEPOSIT	\$3,100.00
Final Map (Additional per lot)	FIXED	\$50.00
Lot Line Adjustment (Base)	DEPOSIT	\$1,250.00
Lot Line Adjustment (Additional per lot)	FIXED	\$50.00
Monument inspection (Final maps)	DEPOSIT	\$250.00
Parcel Map (Base)	DEPOSIT	\$1,850.00
Parcel Map (Additional per lot)	FIXED	\$50.00
Record of Survey	FIXED	\$344.00
Recorded Map Modification *	FIXED	\$130.00
Reversion to Acreage Map (Final Map)	FIXED	\$988.00
Reversion to Acreage Map (Parcel Map)	FIXED	\$843.00
Road Name *	FIXED	\$50.00
Tentative Final Map *	FIXED	\$425.00
Tentative Lot Line Adjustment (PC) *	FIXED	\$200.00
Tentative Lot Line Adjustment (ZA) *	FIXED	\$200.00
Tentative Parcel Map	FIXED	\$160.00
Voluntary Merger	DEPOSIT	\$600.00

* Fixed fees collected through P&D