



**COUNTY OF PLACER**  
**Community Development Resource Agency**

**ENGINEERING  
&  
SURVEYING**

John Marin, Agency Director

Wes Zicker  
Director of Engineering & Surveying

**MEMORANDUM**

**TO:** Honorable Board of Supervisors  
**FROM:** Wes Zicker, Director *WZ*  
Department of Engineering and Surveying, Community Development Resource Agency  
**DATE:** January 22, 2008  
**SUBJECT:** Survey Document Review Fees

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**ACTION REQUESTED:**

Approve the attached ordinance revising the following Articles of the County Code to provide for increasing fees charged for review of Final Subdivision Maps, Final Parcel Maps and Records of Survey:

- Article 2.18 Community Development/Resource Agency
- Article 16.16 Final Maps
- Article 16.20 Minor Subdivisions

**BACKGROUND:**

The Engineering and Surveying Department (ESD) of CDRA is required by County Code and State Law to review and recommend for approval or recording various documents related to the subdivision of land and the survey of that land. Review of final maps is charged at a fixed fee consisting of a base charge and a fee per lot. A fixed fee of \$200 is charged for each Record of Survey (ROS). During our annual budget presentation, the Board indicated an interest in revising these fees to approximate a full cost recovery.

County records indicate that there is a large variation in the actual cost for the review compared to the fee charged. Review costs for some projects are less than the fee and some are more. The median cost to the county for the last 52 Final Parcel Maps was \$1,390/ea. The average cost to the County for the last 15 Final Subdivision Maps was \$6,500.

Staff proposes to revise the fee structure for both types of final maps to require full cost recovery for project review. This will result in a more equitable fee structure where those projects that require less review time will be charged less and those that require more review time will be charged more. It will also assure full cost recovery for the county.

Records of Survey (ROS) are simpler, typically one page, documents identifying property corners and other monuments set in the field by surveyors in the course of their work. The current fee results in a net cost recovery of 40%. A survey of most of the counties in the state indicates an average fee of \$300 for a one page ROS is charged for this review. Staff proposes that the fixed fee for this review be revised to \$300 for the first page and \$100 for each additional page, which will result in an average cost recovery of 60%.

**ENVIRONMENTAL**

This action is exempt under Section 15273 – “Rates, Tolls, Fares and Charges,” of the CEQA Guidelines.

**FISCAL IMPACT:**

If approved, the proposed changes will result in full cost recovery for Final Maps and Final Parcel Maps, and an increased cost recovery for Records of Survey. The net impact to our department budget will be an increase in revenue of approximately \$70,000. The actual impact will depend on the number of documents submitted and the time required to review each document.

Attachments: Proposed Ordinance

**Before the Board of Supervisors  
County of Placer, State of California**

In the matter of: AN ORDINANCE REVISING  
SECTION 2.18.040, SECTION 16.16.20, AND  
SECTION 16.20.080 OF THE PLACER COUNTY  
CODE RELATING TO FEES CHARGED FOR  
THE REVIEW OF LAND SURVEY MAPS

Ord. No:.....

First Reading:.....

The following ORDINANCE was duly passed by the Board of Supervisors  
of the County of Placer at a regular meeting held \_\_\_\_\_

by the following vote on roll call:

Ayés:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:  
Clerk of said Board

\_\_\_\_\_  
Chairman, Board of Supervisors  
Jim Holmes

\_\_\_\_\_  
Ann Holman

**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1:** Article 2.18.040 of Chapter 2 of the Placer County Code is amended to read as follows:

**2.18.040 Fees for review of record of survey maps.**

**A.** The community development/resource agency shall charge a **A** fee for reviewing and approving **record of** survey maps of ~~two~~ **three** hundred dollars (\$2300.00) per map for the first two sheets and one hundred dollars (\$100.00) per sheet for each sheet thereafter due **shall be paid** at the time of map submittal. (Ord. 5437-B § 1, 2006; Ord. 5373-B (part), 2005)

**B. Note:** This fee is subject to cost adjustment each July 1st as specified in Ord. 2826, enacted August 19, 1980.

**SECTION 2:** Article 16.16.020 of Chapter 16 of the Placer County Code is amended to read as follows:

**16.16.020 Final maps—Filing fee.**

**A. The applicant shall pay all costs incurred by the County for the review and processing of the Final Map.**

**AB.** At the time of submitting a proposed final map, the subdivider shall pay to the Placer County surveyor the following fee **a deposit of two thousand five hundred dollars (\$2,500.00) plus twenty dollars (\$20.00) per subdivision lot or unit** for reviewing the proposed final map. ~~A fee of two thousand five hundred dollars (\$2,500.00) plus twenty dollars (\$20.00) per subdivision lot or unit.~~

**C. Any outstanding balance due for the cost of the review and processing in excess of the initial deposit shall be paid prior to recordation of the Final Map. Any unused portion of the deposit will be refunded after the recordation of the Final Map.**

**BD.** The fees are subject to cost adjustment each July 1st as specified in Ordinance No. 2826 enacted August 19, 1980. (Ord. 5437-B § 3, 2006: prior code § 19.205)

**SECTION 3:** Article 16.20.080 of Chapter 16 of the Placer County Code is amended to read as follows:

**16.20.080 Fees.**

**A. Tentative Map and Application Fees.**

1. A filing fee for **tentative parcel map** applications of one hundred dollars (\$100.00) for each additional resulting parcel shall accompany the application at the time of filing.

2. A division of one parcel into two parcels creates one additional resulting parcel; a division into three parcels creates two additional parcels, etc.

**B. Parcel Map Checking/Waiver Documentation Preparation Fees.**

**1. The applicant shall pay all costs incurred by the County for the review and processing of the Final Parcel Map/Waiver.**

**2.** A checking fee **deposit** of one thousand four hundred dollars (\$1,400.00) plus twenty-five dollars (\$25.00) per parcel for each parcel shown on the parcel map is due at the time of map **initial** submittal **of the Final Parcel Map/Waiver for review.**

**3.** **Any outstanding balance due for the cost of the review and processing in excess of the initial deposit shall be paid prior to recordation of the Final Parcel Map. Any unused portion of the deposit will be refunded after the recordation of the Final Parcel Map/Waiver.**

**SECTION 4:** This ordinance shall take effect and be in full force sixty (60) days after the date of its passage. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

