

OC Survey Subsidy Reduction Program



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OC Survey

Survey Fee Program

Prepared by
OC Survey



OC Survey Fees & Deposits

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General Provisions

Fee and Deposit Schedule Authorization

The fees established for this program were approved by the Board of Supervisors on, respectively, which included the approved testing fee schedule.

Fee and/or Deposit types

The OC Survey Fee and Deposit Schedule includes fees and deposits. The fees are flat fees and comprise the total charge for that action or item as indicated. Deposits are the minimum deposits required based on the criteria indicated. Total deposits are based on the approved hourly rate, multiplied by the estimated number of hours required to complete the required work. Deposits are calculated using estimated completion time charges based upon actual cost of staff and/or consultant time, including staff time associated with administering map or land record review and approval process. Hourly charges for fees and deposits are based upon the hourly rates, including burden and overhead costs, adopted by the Board of Supervisors.

Subdivider

The "Subdivider" is the person, firm, corporation, partnership or association who proposes to divide or divides real property for himself/herself or others. The subdivider may be identified as financially responsible for the subdivision map or land record that is being processed through OC Survey.

Property Owner

The "Property Owner" is the person, firm, corporation, partnership or association who holds fee title to the property for which a subdivision map or land record is being filed. The property owner is identified as being financially responsible for the subdivision map or land record that is being processed through OC Survey.

Agent for Subdivider or Property Owner

The "Agent for Subdivider" or "Agent for Property Owner" is the person, firm, corporation, partnership or association who has the authority to act on behalf of the subdivider or property owner for which a subdivision map or land record is being filed. The agent may be identified as being financially responsible for the subdivision map or land record that is being processed through OC Survey.

Fee

A fee, if required, must be presented at the time that the subdivision map and/or land record is submitted. Failure to pay the required fee will result in the item not being accepted for submittal or not being processed through OC Survey until payment is received.

Deposit

For hourly based charges, a deposit is required at the time that the subdivision map and/or land record is submitted. If charges exceed the initial deposit, the engineer/surveyor that prepared the subdivision map and/or land record will receive a request for an additional deposit. The engineer/surveyor is responsible for contacting the person or entity that is financially responsible for the subdivision map and/or land record and for making sure that the additional deposit is made prior to their re-submittal. Failure to comply with the request at the point of submittal or re-submittal will result in the item not being accepted. If a deposit balance remains at the completion of service, the monies will be returned to the person or entity that paid for the service, after the map or land record has been filed or recorded.

Expedited Services

Expedited services are to be requested at the beginning of a map review/service request. These services may require pre-approval by the Deputy Director of OC Survey or Designee and a pre-submittal meeting.

Overtime

For all time-based hourly charges, overtime shall only be available upon the Deputy Director of OC Public Works OC Survey's authorization and approval by the financially responsible party. Overtime shall be calculated as 1.5 times the base hourly rate of the classification performing the services.

Subdividers, property owners, and agents for subdivider/property owner submitting a map or land record may request an accelerated review at the expedited rate or, for items subject to hourly charges, at 1.5 times the hourly rate.

Fee and/or Deposit Waivers

Fee and/or Deposit waivers may be granted by the County Board of Supervisors pursuant to this resolution. In addition, the Director of OC Public Works or Designee may reduce or waive fees and/or deposits for the following:

- a) Emergencies related to natural or man-made disaster.
- b) For special circumstances related to a primary residence that has been determined uninhabitable and where the fee/deposit would cause extreme hardship.

If the Director of OC Public Works reduces or waives fees and/or deposits, the Director must apprise the Board of Supervisors in writing ten (10) days in advance of the reduction or waiver and must include a description of the circumstances justifying the action.

Refund of Fees/Deposits

The Director of OC Public Works or Designee may authorize the refund of a fee/deposit, which was erroneously paid or collected. All refunds are subject to the Cancellation Fee (see below), require a written request and all monies being refunded will be returned to the person or entity that paid for the service. Under no circumstances shall there be a refund of fees or deposits for any services that have been performed prior to the refund/cancellation request.

Cancellation Fee

A cancellation fee will be applied to all "Refund of Fees/Deposits" and Cancellation of services requests, excluding the Map Number Issuance Fee which is a non-refundable fee. All cancellations and refund of fees/deposits require a written request and all monies being refunded will be returned to the person or entity that paid for the service.

Interpretation of the Fee Schedule

The Director of OC Public Works or designee shall determine the appropriate map type for any applications not specifically listed in the Fee Schedule.

Billable Hourly Rate

	Classification	Rate effective July 12, 2021	Rate effective July 1, 2022
1	Administrative Manager I	\$183	\$193
2	Administrative Manager II	\$229	\$246
3	Administrative Manager III	\$292	\$314
4	Engineering Tech II	\$134	\$139
5	Engineering Tech Trainee	\$99	\$103
6	Geographic Information System Analyst	\$175	\$187
7	Geographic Information System Specialist	\$154	\$162
8	Geographic Information System Supervisor	\$208	\$224
9	Geographic Information System Technician	\$143	\$153
10	Office Specialist	\$91	\$98
11	Sr. Land Surveyor	\$209	\$226
12	Staff Assistant	\$108	\$117
13	Staff Specialist	\$127	\$137
14	Surveyor I	\$132	\$139
15	Surveyor II	\$160	\$172
16	Surveyor III	\$188	\$203

Exhibit 1: OC Public Works OC Survey Fees and Deposits**Map Number Issuance Fee**

Map Number Issuance Fee	FY 2021-2022 Fee	FY 2022-2023 Fee
Tract Map Number Nonrefundable Flat Fee	\$149.00	\$161.00
Parcel Map Number Nonrefundable Flat Fee	\$149.00	\$161.00

Cancellation Fee

Cancellation Fee	FY 2021-2022 Fee	FY 2022-2023 Fee
Cancellation Fee	\$200.00	\$216.00

County Tentative Map Deposit

Tentative Map	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Review of County Tentative Map (Deposit)	\$1,233.00 Deposit (T&M)	\$1,233.00 Deposit (T&M)

Map Check Deposits

Tentative Map	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Tract Maps (Complete map check) Anaheim, Brea, Costa Mesa, Cypress, Dana Point, Fountain Valley, Garden Grove, Huntington Beach, Laguna Beach, Laguna Hills, Laguna Woods, La Habra, Los Alamitos, Newport Beach, Orange, Rancho Santa Margarita, San Clemente, Santa Ana, Seal Beach, Stanton, Tustin, Westminster and the jurisdiction Territory of the County of Orange.	\$3,468.00 Base Deposit Additional deposit required: \$203/lot (T&M)	\$3,468.00 Base Deposit Additional deposit required: \$203/lot (T&M)
Other Agency Tract Maps (“Exterior” check - includes Recorder Review) Buena Park, Lake Forest, La Palma, Placentia, San	\$3,468.00 Deposit (T&M)	\$3,468.00 Deposit (T&M)
Parcel Maps (Complete check) Anaheim, Brea, Costa Mesa, Cypress, Dana Point, Fountain Valley, Garden Grove, Huntington Beach, Laguna Beach, Laguna Hills, Laguna Woods, La Habra, Los Alamitos, Newport Beach, Orange, Rancho Santa Margarita, San Clemente, Santa Ana, Seal Beach, Stanton, Tustin, Westminster and the jurisdiction Territory of the County of Orange.	\$2,947.00 Base Deposit Additional deposit required: \$406/parcel Deposit (T&M)	2,947.00 Base Deposit Additional deposit required: \$406/parcel Deposit (T&M)
Other Agency Parcel Maps (Exterior check) Buena Park, Lake Forest, La Palma, Placentia, San Juan Capistrano, Villa Park and Yorba Linda.	\$2,947.00 Deposit (T&M)	\$2,947.00 Deposit (T&M)

County Recorder Review Fee

Cities requesting County Recorder Review Only for Tract and Parcel Maps	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Cities: <i>Aliso Viejo, Irvine, Laguna Niguel and Mission Viejo.</i> <i>*Fullerton - City is billed</i>	\$777.00 <i>Deposit (T&M)</i>	\$777.00 <i>Deposit (T&M)</i>

Amending Map – Map Check Deposit

Amending Tract and Parcel Maps	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Minor Revisions	\$1,950.00 <i>Deposit (T&M)</i>	\$1,950.00 <i>Deposit (T&M)</i>
Major Revisions	Use the standard (appropriate) map checking deposit (T&M)	Use the standard (appropriate) map checking deposit (T&M)

Lot Line Adjustment Review Deposit

Lot Line Adjustments (LLA)	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Lot Line Adjustments	\$1,020.00 Base Deposit Additional deposit required: \$203.00 /underlying parcel <i>Deposit (T&M)</i>	\$1,020.00 Base Deposit Additional deposit required: \$203.00 /underlying parcel <i>Deposit (T&M)</i>

Records of Survey Review Deposits

Records of Survey (RS)	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Records of Survey <i>(Beginning January 1, 2022, any map filed prior to 2018 will be billed)</i>	\$748.00 first sheet \$342.00 for each additional sheet <i>Deposit (T&M)</i>	\$748.00 first sheet \$342.00 for each additional sheet <i>Deposit (T&M)</i>
Records of Survey for the following purposes: <ul style="list-style-type: none"> <i>Future Subdivisions</i> 	\$3,468.00 <i>Deposit (T&M)</i>	\$3,468.00 <i>Deposit (T&M)</i>
Records of Survey Research	\$400 <i>Deposit (T&M)</i>	\$400 <i>Deposit (T&M)</i>

Expedited Map Checking Services

Expedited Map Checking Services	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Expedited Map Checking Services <i>(Service to be requested at the beginning of map review/service request. May require pre-approval by Deputy Director of OC Survey or Designee and a pre-submittal meeting).</i>	Required Deposit: 3 times the appropriate map checking deposit (T&M)	Required Deposit: 3 times the appropriate map checking deposit (T&M)

Overtime

Overtime	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Overtime <i>(May require pre-approval by Deputy Director of OC Survey or Designee and a pre-submittal meeting).</i>	1.5 X FY 2021-22 hourly rate <i>Hourly rate is based on classification</i>	1.5 X FY 2022-23 hourly rate <i>Hourly rate is based on classification</i>

Corner Record Fee

Corner Record	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Corner Record <i>(OC Survey to adopt Clerk-Recorder fee)</i>	The same amount charged by the Clerk-Recorder for the recording of a deed. Currently: \$10.00 <i>(flat fee)</i>	The same amount charged by the Clerk-Recorder for the recording of a deed. Currently: \$10.00 <i>(flat fee)</i>

Annexation Review Deposit

Annexation	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Annexation Review Deposit	\$2,774.00 <i>Deposit (T&M)</i>	\$2,774.00 <i>Deposit (T&M)</i>

Certificate of Compliance Review Deposit

Certificate of Compliance	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Certificate of Compliance	\$1,200.00 <i>Deposit (T&M)</i>	\$1,200.00 <i>Deposit (T&M)</i>

Certificate of Correction Review Deposit

Certificate of Compliance	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Certificate of Correction	\$370.00 <i>Deposit (T&M)</i>	\$370.00 <i>Deposit (T&M)</i>

Monument Inspection Deposit

Monument Inspection Type	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Tract Maps	\$1,720.00 <i>Deposit (T&M)</i>	\$1,720.00 <i>Deposit (T&M)</i>
Parcel Maps	\$860.00 <i>Deposit (T&M)</i>	\$860.00 <i>Deposit (T&M)</i>

Street Name Change & Address Change Deposits

Street Name & Address Changes	FY 2021-2022 Deposit	FY 2022-2023 Deposit
Street Name Change Public Street or Private Street	\$1,757.00 per street name <i>Deposit (T&M)</i>	\$1,757.00 per street name <i>Deposit (T&M)</i>
Address Change without Street Name Change	1-2 addresses: \$126.00 <i>Minimum Deposit (T&M)</i>	1-2 addresses: \$126.00 <i>Minimum Deposit (T&M)</i>
	3-4 addresses: \$252.00 <i>Minimum Deposit (T&M)</i>	3-4 addresses: \$252.00 <i>Minimum Deposit (T&M)</i>
Request of New Address Or New Street Name	1-2 addresses or street names: \$126.00 <i>Minimum Deposit (T&M)</i>	1-2 addresses or street names: \$126.00 <i>Minimum Deposit (T&M)</i>
	3-4 addresses or street names: \$252.00 <i>Minimum Deposit (T&M)</i>	3-4 addresses or street names: \$252.00 <i>Minimum Deposit (T&M)</i>
	\$1,004.00 <i>Minimum Deposit (T&M)</i> For Large Projects (Examples: New tracts, condominium projects, apartment projects, commercial/industrial buildings requiring addressing for individual units)	\$1,004.00 <i>Minimum Deposit (T&M)</i> For Large Projects (Examples: New tracts, condominium projects, apartment projects, commercial/industrial buildings requiring addressing for individual units)

Definitions

Subdivider

"Subdivider" means a person, firm, corporation, partnership or association who proposes to divide, divides or causes to be divided real property into a subdivision for himself or for others except that employees and consultants of such persons or entities, acting in such capacity, are not "subdividers." (CAL. GOV. CODE § 66424)

Subdivision

"Subdivision" means the division, by any subdivider, of any unit or units of improved or unimproved land, or any portion thereof, shown on the latest equalized county assessment roll as a unit or as contiguous units, for the purpose of sale, lease or financing, whether immediate or future. Property shall be considered as contiguous units, even if it is separated by roads, streets, utility easement or railroad rights-of-way. "Subdivision" includes a condominium project, as defined in subdivision (f) of Section 1351 of the Civil Code, a community apartment project, as defined in subdivision (d) of Section 1351 of the Civil Code, or the conversion of five or more existing dwelling units to a stock cooperative, as defined in subdivision (m) of Section 1351 of the Civil Code. (CAL. GOV. CODE § 66424)

Tract (Final) Map (City and County)

As a general rule, a Tract or Final Map is a subdivision map whereby five or more parcels are created simultaneously. According to California Government Code § 66426, a Final (Tract) Map is required for all subdivisions creating five or more parcels, five or more condominiums as defined in Section 783 of the Civil Code, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units, except where any one of the following occurs:

- (a) The land before division contains less than five acres, each parcel created by the division abuts upon a maintained public street or highway, and no dedications or improvements are required by the legislative body.
- (b) Each parcel created by the division has a gross area of 20 acres or more and has an approved access to a maintained public street or highway.
- (c) The land consists of a parcel or parcels of land having approved access to a public street or highway, which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the governing body as to street alignments and widths.
- (d) Each parcel created by the division has a gross area of not less than 40 acres or is not less than a quarter of a quarter section.
- (e) The land being subdivided is solely for the creation of an environmental subdivision pursuant to Section 66418.2.
- (f) A parcel map shall be required for those subdivisions described in subdivisions (a), (b), (c), (d), and (e).

Parcel Map (City and County)

As a general rule, a Parcel Map is a subdivision map whereby four or fewer parcels are created simultaneously and when a Final (Tract) map is not required (as described in California Government Code) Section § 66426 (a), (b), (c), (d), and (e), more particularly described above.

Record of Survey

A Record of Survey is a map that represents a survey made on the ground and that is reviewed by the County Surveyor's Office and filed with the County Clerk-Recorder's Office, as outlined in the Professional Land Surveyor's Act (Business and Professions Code), Chapter 15, Division 3, Section 8700 et. seq.

Annexations (*Map and Legal Description*)

Annexation maps indicate the boundaries of land that are to be made a part of (annexed), or incorporated into, a jurisdiction (City, Water, Sanitation, School District, et al.) that the subject land was not previously a part of. Annexation maps are accompanied by a legal description.

Certificate of Compliance

A Certificate of Compliance is a legal document which certifies that a parcel of land complies with the California Subdivision Map Act. In other words, it is a document that states the County of Orange accepts the fact that a particular parcel of real property has been legally created. A Certificate of Compliance is the tool used by the county to inform title companies, lenders, and the general public that such parcels, typically created prior to March 4, 1972, and not shown on a previously recorded map, comply with state and local subdivision laws.

Certificate of Correction

A Certificate of Correction is used to correct an error or errors on a subdivision map or record of survey map as more particularly indicated in California Government Code § 66469 and as approved by the County Surveyor. It may not be used to make any changes that affect title interest.

Amending (or Amended) Map

An amending map is used when a certificate of correction is insufficient to correct errors on a subdivision map or record of survey map. It may not be used to make any changes that affect title interest.

Monument Inspection

County Survey Field Crews perform the monument inspections, once the project has been completed, to verify that all required survey monuments have been set.

Lot Line Adjustment

A Lot Line Adjustment is a procedure that may be used, under certain specified circumstances, as a method for making minor revisions to property lines between four or fewer adjoining lots/parcels where a greater number of parcels/lots than originally existed is not created. The Lot Line Adjustment is not a procedure for subdividing property (County of Orange Subdivision Manual Subarticle 16.1).

Corner Record

A Corner Record is a land record that is filed with the County Surveyor to show a corner establishment or restoration, including any accessories to such corner. The corner record is the means by which the re-establishment or rehabilitation of public land survey corners or other property corners may be made of record and brought to public attention as outlined in the Professional Land Surveyor's Act (Business and Professions Code, Chapter 15, Division 3, Section 8700 et. seq).

OC Survey Recorder Review

OC Survey Recorder Review of a map that verifies that the map meets all criteria for recordation. County Recorder review does not include verification of the map boundaries.