



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 22-094

Board Meeting Date: 2/8/2022

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Ann M. Stillman, Interim Director, Department of Public Works

**Subject:** Amend Section 2.50.080 of the Ordinance Code - Record of Survey Map Checking Fees

### **RECOMMENDATION:**

Introduction of an ordinance amending Section 2.50.080 of Chapter 2.50 of Title 2 of the San Mateo County Ordinance Code, setting Record of Survey Map Checking Fees, and waive the reading of the ordinance in its entirety.

### **BACKGROUND:**

Business and Professions Code (BPC § 8762) requires a surveyor to file a Record of Survey with the County Surveyor in the county in which the field survey was made. This includes all Record of Surveys performed within unincorporated San Mateo County and the 20 incorporated cities and towns.

In 2004, this Board adopted Ordinance No. 4235 establishing the fee schedule for Record of Survey Map Checking Fees.

On February 10, 2009, this Board adopted Ordinance No. 04460 amending Section 2.50.080 of the San Mateo County Ordinance Code to increase the Record of Survey Map Checking Fees. These fees were increased in an effort to recover actual map checking costs and maintain a fee structure that was relatively consistent with fees being charged by other Bay Area Counties.

Over the past six years an average of 169 Record of Survey Maps have been filed per year. Approximately 17 percent of the maps filed are for areas located within unincorporated San Mateo County and the majority, or 83 percent, are for areas located in the 20 incorporated cities and towns.

### **DISCUSSION:**

The Department of Public Works (Department) provides a Record of Survey service to both incorporated and unincorporated areas of San Mateo County for an established fee. This service includes reviewing Record of Survey maps to be recorded at the Recorder's Office. A Record of

Survey is required for various reasons, typically the requirement is tied to the development of property, but can also include verifying the acreage of a parcel of land or checking for possible encroachments by adjoining properties. Generally these maps are initiated by private property owners.

The Record of Survey Map Checking Fee schedule was last revised in 2009 and the fees established have not kept pace with the actual costs to provide this service to the public. After analysis of the actual costs to perform this work and a review of fees charged in the Bay Area counties, the Department is proposing the following fee structure to ensure improved cost recovery:

Record of Survey Map Checking Fee		Current Fees	July 1, 2022	July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026
Single Sheet Survey Fee		\$ 400.00	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 600.00
Multi Sheet Survey	First Sheet	\$ 400.00	\$ 500.00	\$ 525.00	\$ 550.00	\$ 575.00	\$ 600.00
	Second Sheet	\$ 200.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
	Additional Sheet	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

The following lists the current record of survey fees in neighboring counties for similar services:

1. Santa Clara County: \$600
2. Alameda County: \$500
3. Contra Costa County: \$700
4. San Francisco City and County: \$749

The Ordinance has been approved as to form by County Counsel.

**FISCAL IMPACT:**

The proposed fee structure will continue to keep the County of San Mateo fees in alignment with the neighboring counties and will provide for improved cost recovery.

There will be no impact to the General Fund.