

## MAPPING DEPOSIT / FEE SCHEDULE, RECORDING FEES AND SUBMITTAL PACKAGE GUIDELINES

Visit our Website @ <http://ocpublicworks.com/survey>

### Map Number Issuance Fee

Map Type		Fee
Tract Map Number	<i>Nonrefundable Flat Fee</i>	<b>\$138.00</b>
Parcel Map Number	<i>Nonrefundable Flat Fee</i>	<b>\$138.00</b>
Record of Survey Number		<b>No Charge</b>

### County Tentative Map Deposit

Tentative Map	Fee
Review of County Tentative Map ( <i>Deposit</i> )	<b>\$1,233.00</b> <i>Deposit (T&amp;M)</i>

NOTE: A 3% technology fee will be added to projects in the Unincorporated Territory of the County of Orange.

### Map Check Deposits

Map Type	Deposit
<b>Tract Maps</b> ( <i>Complete map check</i> ) 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, Santa Ana, Rancho Santa Margarita, San Clemente, Seal Beach, Stanton, Tustin, Westminster and the Unincorporated Territory of the County of Orange.	<b>\$3,468.00</b> Base Deposit Additional deposit required: <b>\$173/lot</b> (T&M)
<b>Other Agency Tract Maps</b> ( <i>"Exterior" check - includes Recorder Review</i> ) Buena Park, Lake Forest, La Palma, Placentia, San Juan Capistrano, Villa Park and Yorba Linda.	<b>\$3,468.00</b> <i>Deposit (T&amp;M)</i>
<b>Parcel Maps</b> ( <i>Complete check</i> ) 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, Santa Ana, Rancho Santa Margarita, San Clemente, Seal Beach, Stanton, Tustin, Westminster and the Unincorporated Territory of the County of Orange.	<b>\$2,947.00</b> Base Deposit Additional deposit required: <b>\$347/parcel</b> <i>Deposit (T&amp;M)</i>
<b>Other Agency Parcel Maps</b> ( <i>Exterior check</i> ) Buena Park, Lake Forest, La Palma, Placentia, San Juan Capistrano, Villa Park and Yorba Linda.	<b>\$2,947.00</b> <i>Deposit (T&amp;M)</i>

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### County Recorder Review Fee

Cities requesting County Recorder Review Only for Tract and Parcel Maps	Deposit
<b>Cities:</b> <i>Irvine, Laguna Niguel and Mission Viejo.</i> <i>* Aliso Viejo &amp; Fullerton - City is billed</i>	<b>\$636.00</b> <i>Deposit (T&amp;M)</i>

### Amending Map – Map Check Deposit

Amending Tract and Parcel Maps		Deposit
Minor Revisions		<b>\$1,040.00</b> <i>Deposit (T&amp;M)</i>
Major Revisions		Use the standard (appropriate) map checking deposit <i>Deposit (T&amp;M)</i>

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### Lot Line Adjustment Review Deposit

Lot Line Adjustments (LLA)		Deposit
Lot Line Adjustments		<b>\$867.00</b> Base Deposit Additional deposit required: <b>\$173/parcel</b> <i>Deposit (T&amp;M)</i>

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### Records of Survey Review Deposits

Records of Survey (RS)		Deposit								
<b>Records of Survey for the following purposes:</b> <table border="0"> <thead> <tr> <th></th> <th><u>FEE CODE</u></th> </tr> </thead> <tbody> <tr> <td>• <i>Monument Preservation/Replacement</i></td> <td>5146</td> </tr> <tr> <td>• <i>Lot Line Adjustments</i></td> <td>5145</td> </tr> <tr> <td>• <i>Utility &amp; Transportation Purposes</i></td> <td>5147</td> </tr> </tbody> </table>		<u>FEE CODE</u>	• <i>Monument Preservation/Replacement</i>	5146	• <i>Lot Line Adjustments</i>	5145	• <i>Utility &amp; Transportation Purposes</i>	5147		<b>\$500.00</b> first sheet <b>\$300.00</b> for each additional sheet <i>Deposit (T&amp;M)</i>
	<u>FEE CODE</u>									
• <i>Monument Preservation/Replacement</i>	5146									
• <i>Lot Line Adjustments</i>	5145									
• <i>Utility &amp; Transportation Purposes</i>	5147									
<b>Records of Survey for the following purposes:</b> <ul style="list-style-type: none"> <li>• <i>Subdivision and for Future Subdivisions</i></li> </ul>		<b>\$3,468.00</b> <i>Deposit (T&amp;M)</i>								

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### Expedited Map Checking Services

Expedited Map Checking Services		Deposit
<b>Expedited Map Checking Services</b> <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>		<b>Required Deposit:</b> 3 times the appropriate map checking deposit <i>Deposit (T&amp;M)</i>

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### Overtime

Overtime		Deposit
<b>Overtime</b> <i>(May require pre-approval by Deputy Director of OC Survey or Designee and a pre-submittal meeting).</i>		<b>1.5 X hourly rate</b> <i>Hourly rate is based on classification</i> <i>Deposit (T&amp;M)</i>

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## Corner Record Fee

Corner Record	Fee
Corner Record	<b>\$9.00</b> <i>(flat fee)</i>

## Annexation Review Deposit

Annexation Review	Deposit
Annexation Review Deposit	<b>\$2,774.00</b> <i>Deposit (T&amp;M)</i>

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## Certificate of Compliance Review Deposit

Certificate of Compliance	Deposit
Certificate of Compliance	<b>\$1,078.00</b> <i>Deposit (T&amp;M)</i>

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## Certificate of Correction Review Deposit

Certificate of Correction	Deposit
Certificate of Correction	<b>\$295.00</b> <i>Deposit (T&amp;M).</i>

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## Monument Inspection Deposit

Monument Inspection Type	Deposit
Tract Maps	<b>\$1,476.00</b> <i>Deposit (T&amp;M)</i>
Parcel Maps	<b>\$738.00</b> <i>Deposit (T&amp;M)</i>

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## Street Name Change & Address Change Deposits

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

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## Cancellation Fee

Cancellation Fee	
A cancellation fee of <b>\$180</b> will be charged for any cancellation of services, excluding the <b>Map Number Issuance Fee</b> which is a non-refundable fee.	

## Recording Fees: Record of Survey & Amending Map

Recordation Fees	Fee
Records of Survey & Amending Maps Clerk-Recorder Fee <i>(Collected by OCPW Survey)</i>	<b>\$6.00</b> for 1 <sup>st</sup> Sheet & <b>\$2.00</b> for each additional sheet

## Recording Fees: Certificate of Correction

Certificate of Correction	Fee
Clerk-Recorder Recording Fee For 8½ X 11 Sheet Size <i>(Collected by OCPW Survey)</i>	<b>\$7.00</b> for 1 <sup>st</sup> Sheet & <b>\$3.00</b> for each additional sheet Plus <b>\$3.00</b> Fraud Fee
Clerk-Recorder Recording Fee For Non-Standard Sheet Size <i>(Collected by OCPW Survey)</i>	<b>\$10.00</b> for 1 <sup>st</sup> Sheet & <b>\$6.00</b> for each additional sheet Plus <b>\$3.00</b> Fraud Fee

## Additional Fees Due at Time of Recording:

Senate Bill 2 Tax	Fee
Affordable Housing and Jobs Act State Fee <i>(see attached letter from OC Clerk-Recorder)</i>	<b>\$75.00</b>
<p>Fee is to be “paid at time of recording on every real estate instrument, paper, or notice required or permitted by law to be recorded, except those expressly exempted from payment of recording fees, per each single transaction per parcel or real property.”</p> <p>Documents believed to be exempt from the new Senate Bill 2 fee must be labeled “EXEMPT” and indicate a valid exemption on the face of the document or on a cover page, <u>prior</u> to submitting the document for recording with the County of Orange Clerk-Recorder.</p>	

## Map Checking Notes:

- All deposits and fees must be paid prior to the review of any map.
- Additional funds may be requested during the map checking process.
- Any surplus of the deposit will be refunded after map filing/recordation.
- Anyone submitting a map for the first time in the County of Orange is encouraged to review a copy of a recently recorded/filed map in the city (or unincorporated territory) as a sample/guide to help in the preparation of their map.
- We are happy to answer any questions you may have. The public counter telephone number is (714)967-0852 and the public counter hours are 8:00 a.m. to 4:00 p.m., Monday through Friday.

## **Submittal Package Guidelines: Digital Submittal Package via map application in MyOCeServices**

### **Account:**

- Full size pdf copy of the survey document (i.e., Tract Map, Parcel Map, Record of Survey, Lot Line Adjustments, Corner Records, Annexations, etc.) – all sheets combined into **one** pdf file and plotted/printed to scale.
- 1 copy of: all record reference maps, deeds, official records, centerline tie notes/Corner Records and GPS Control Sheets (Horizontal Control Data Sheets) used in the preparation of the map.
- A pdf of the title report (less than 6 months old for 1<sup>st</sup> check and re-checks and no more than 30 days old for final review of signed/notarized mylars)
- 1 set of traverse closures (a complete set that includes all bearings and distances shown on map, including areas and closure “error” not to exceed 0.017’).
- Field Notes (when applicable)
- GPS Control Review - an AutoCAD drawing (*not a PDF of the map sheets*) for all Parcel Maps and Tract Maps (not required for Records of Survey but would like it submitted for surveys tied to OCS GPS Horizontal Control Points). The file should contain the exterior boundary lines (distinctive border), the two OCS GPS Horizontal Control Points, the GPS ties and the Basis of Bearings line for the map. No other data (other than what is listed above) is needed in this electronic file at this time, as the file is being used to perform a preliminary review of how the map boundary fits the county’s Landbase.
- The digital submittal, i.e. an AutoCAD drawing (*not a PDF of the map sheets*), is required prior to the recordation/filing of a Parcel Map or Tract Map and not required for Records of Survey, but we gladly welcome it.  
Drawing should include: **all new** parcel/lot/easement lines, **new** street centerlines and r/w lines, GPS ties, Basis of Bearings lines, etc.). The information contained in the drawing should be the same (exact) information as the map that is being recorded/filed.

### **NOTES:**

Visit our website at <http://ocpublicworks.com> for additional information including the following:

- TO REGISTER FOR A MyOCeServices ACCOUNT:  
<https://myoceservices.ocgov.com>  
**If you encounter any problems with MyOCeServices, please contact us at (714)967-0841 or [OCcustomerservice@ocpw.ocgov.com](mailto:OCcustomerservice@ocpw.ocgov.com)**
- DOWNLOADABLE DOCUMENTS:  
<http://ocpublicworks.com/survey/products/documents>
- HORIZONTAL AND/OR VERTICAL CONTROL:  
<http://landrecords.ocpublicworks.com/ocsl/>
- RECORD OF SURVEY/CORNER RECORD GUIDE:  
<http://ocpublicworks.com/civicax/filebank/blobdload.aspx?BlobID=8440>
- STANDARD CERTIFICATES:  
<http://ocpublicworks.com/civicax/filebank/blobdload.aspx?blobid=30515>
- For information or questions regarding digital submissions, please call the OC Survey Public Counter at (714)967-0852.