

File No. 140594

Committee Item No. 9

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 20, 2014

Board of Supervisors Meeting

Date 7/15/14

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 - Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DPW order No. 182647</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Public Notice</u> |
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Completed by: Linda Wong Date June 13, 2014

Completed by: L. W. Date 7/21/14

1 [Subdivision Code - Fee to Set Survey Monuments]

2
3 **Ordinance amending the Subdivision Code to adopt a fee to set survey monuments,**
4 **and affirming the Planning Department's determination under the California**
5 **Environmental Quality Act.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in ~~*italics Times New Roman font*~~.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. Findings.

15 (a) The Planning Department has determined that the actions contemplated in this
16 ordinance comply with the California Environmental Quality Act (California Public Resources
17 Code Sections 21000 et seq.). The Board of Supervisors hereby affirms this determination.
18 Said determination is on file with the Clerk of the Board of Supervisors in File No. 140594 and
19 is incorporated herein by reference.

20 (b) On June 3, 2014, in Department of Public Works Order No. 182647, the Director of
21 the Department recommended approval of this legislation. A copy of said Order is on file with
22 the Clerk of the Board in File No. 140594.

23 Section 2. The Subdivision Code is hereby amended by revising Section 1315, to read
24 as follows:
25

1 **SEC. 1315. FEES.**

2 (a) Fees, payable to the Department of Public Works, shall be charged for checking
3 and processing the maps, plans and reports, lot line adjustments, certificates of compliance,
4 amended maps, records of survey, certificates of correction, and other actions and

5 procedures set forth in California Government Code section 66451.2. Said fees shall be due
6 at the time of filing an application. Failure to pay such fees shall result in a return of the
7 application as incomplete to the applicant. The fee schedule is as follows:

8 (1) Air Space (four lots or less) is \$8,598.00 with a fee of \$500.00 for each additional
9 lot;

10 (2) Lot Subdivision "Final Map" is \$8,437.00;

11 (3) Condominium Conversion is \$8,336.00;

12 (4) Parcel Map is \$7,770.00;

13 (5) Lot Merger Re-subdivision is \$6,943.00;

14 (6) Amended Map is \$2,704.00;

15 (7) Lot Line Adjustment is \$2,704.00;

16 (8) Lot Merger is \$2,581.00;

17 (9) Certificate of compliance is \$2,139.00;

18 (10) Certificate of correction is \$2,139.00;

19 (11) Record of survey is \$507.00; *and*

20 (12) *Survey Monument Setting is \$3,100.00; and*

21 (13) Other actions not specified above, shall be based on actual costs that the
22 Department incurs in administering and processing the action or procedure and shall be
23 charged on a time and materials basis. The Department shall provide the applicant with a
24 written estimate of said costs at the time of application, and the applicant shall pay such fees
25 prior to the time that the application is deemed complete. To the extent that the estimated fees

1 do not cover actual costs, any outstanding amount due shall be a condition of the
2 Department's final decision on the action or procedure. To the extent that the estimated fees
3 exceeded the actual costs, the Department shall refund the excess amount to the applicant
4 within a reasonable period after the Department's final decision on the action or procedure.

5 (b) A fee of \$250 shall be charged to defray costs of an appeal under Section 1314 of
6 this Code.

7 (c) Payment of fees charged under this Code does not waive the fee requirements of
8 other ordinances and rules and regulations pursuant thereto.

9 (d) There is hereby created a Subdivision Fund wherein all funds received under the
10 provisions of this Section shall be deposited. All expenditures from the Fund shall be for
11 engineering or technical investigations and equipment directly related to the checking and
12 processing of the maps, plans, reports and parcel map waivers filed under this Code, and all
13 such expenditures are hereby appropriated for said purposes.

14 (e) Additional Fees.

15 (1) In instances where administration or processing of any application, action, or
16 procedure is or will exceed the fee amount established pursuant to subsection (a), the
17 Director, in his or her discretion, may require an applicant or permittee to pay a sum in excess
18 of the subject fee amounts. This additional sum shall be sufficient to recover actual costs that
19 the Department incurs and shall be charged on a time and materials basis. The Director also
20 may charge for any time and materials costs that other agencies, boards, commissions, or
21 departments of the City, including the City Attorney's Office, incur in connection with the
22 processing or administration of a particular application, action, or procedure. Whenever
23 additional fees are or will be charged, the Director, upon request of the applicant or permittee,
24 shall provide in writing the basis for the additional fees or an estimate of the additional fees to
25 be charged.

1 (2) DBI Review Fee. A fee of \$374.00 shall be charged for each action specified
2 above that the Department of Building Inspection reviews. This fee is in addition to the fees
3 specified above and shall be paid separately at the time of application.

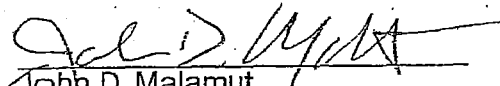
4 (f) Beginning with fiscal year 2006-2007, the fees which are established herein may
5 be adjusted each year, without further action by the Board of Supervisors, to reflect changes
6 in the relevant Consumer Price Index, as determined by the Controller. No later than April
7 15th of each year, the Director shall submit the Department's current fee schedule to the
8 Controller, who shall apply the price index adjustment to produce a new fee schedule for the
9 following year. No later than May 15th of each year, the Controller shall file a report with the
10 Board of Supervisors reporting the new fee schedule and certifying that: (a) the fees produce
11 sufficient revenue to support the costs of providing the services for which the fee is charged
12 and (b) the fees do not produce revenue that exceeds the costs of providing the services for
13 which each permit fee is charged. Notwithstanding the procedures set forth in this Section, the
14 Board of Supervisors, in its discretion, may modify the fees at any time.

15
16 Section 3. Effective Date. This ordinance shall become effective 30 days after
17 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
18 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
19 of Supervisors overrides the Mayor's veto of the ordinance.

20
21 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
22 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
23 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
24 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
25

1 additions, and Board amendment deletions in accordance with the "Note" that appears under
2 the official title of the ordinance.

3
4 APPROVED AS TO FORM:
5 DENNIS J. HERRERA, City Attorney

6 By: 
7 John D. Malamut
8 Deputy City Attorney

9 n:\land\as2014\9690064\00929171.doc

LEGISLATIVE DIGEST

[Subdivision Code — Fee to Set Monuments]

Ordinance amending the Subdivision Code to adopt a fee to set survey monuments and affirming the Planning Department's determination under the California Environmental Quality Act.

Existing Law

The Subdivision Code establishes fees for various City services and permit programs concerning subdivisions and related actions. The Department of Public Works has an administratively adopted fee for setting survey monuments.

Amendments to Current Law

This Ordinance would update and codify the administratively adopted fee for setting survey monuments. The legislation also would affirm the Planning Department's determination under the California Environmental Quality Act.

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BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

June 2, 2014

File No. 140594

Sarah Jones
Environmental Review Officer
Planning Department
1650 Mission Street, 4th Floor
San Francisco, CA 94103

Dear Ms. Jones:

Our office has received the following legislation introduced by Mayor Lee today.

File No. 140594

Ordinance amending the Subdivision Code to adopt a fee to set survey monuments and affirming the Planning Department's determination under the California Environmental Quality Act.

This legislation is being transmitted to you for environmental review.

Angela Calvillo, Clerk of the Board

A handwritten signature in cursive script, likely belonging to Angela Calvillo.

By: Linda Wong, Assistant Clerk
Budget and Finance Committee

Attachment

c: Joy Navarrete, Environmental Planning
Jeanie Poling, Environmental Planning

Statutory Exemption - CEQA
Guidelines Section 15273-
Rates, Fees, Fines, and Charges.

A handwritten signature in cursive script, likely belonging to Joy Navarrete.
JOY NAVARRETE

Wong, Linda (BOS)

From: Navarrete, Joy (CPC)
Sent: Thursday, June 05, 2014 2:42 PM
To: Wong, Linda (BOS)
Subject: RE: File 140594 - Environmental Review
Attachments: 140594 Subdivision Code Fee to Set Monuments.pdf

CEQA determination for 140594

Joy Navarrete, Senior Environmental Planner
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
P. 415-575-9040 F. 415-558-6409
www.sfplanning.org

From: Wong, Linda (BOS)
Sent: Monday, June 02, 2014 4:55 PM
To: Jones, Sarah (CPC)
Cc: Poling, Jeanie (CPC); Navarrete, Joy (CPC)
Subject: File 140594 - Environmental Review

Good Afternoon,

Attached is a referral for BOS File No. 140594, which is being referred to the Planning Department for environmental review.

Sincerely,
Linda Wong
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: 415.554.7719 | Fax: (415) 554-5163
Linda.Wong@sfgov.org | www.sfbos.org

Please complete a Board of Supervisors Customer Service Satisfaction form by clicking [here](#).

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

***Disclosures:** Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers,*



Edwin M. Lee, Mayor
Mohammed Nuru, Director

Jerry Sanguinetti, Bureau Manager

DPW Order No: 182647

ESTABLISHING GUIDELINES FOR THE PROTECTION AND PRESERVATION OF SURVEY MONUMENTS WITHIN THE CITY AND COUNTY OF SAN FRANCISCO.

- I. **PURPOSE:** The State of California Business and Professions Code, Sections 8725 and 8771, and Streets and Highways Code, Sections 732 and 732.5 govern and protect the setting of survey monuments which provide horizontal and vertical survey control for subdivisions, tracts, boundaries, roads, streets or highways. This Department of Public Works (DPW) Order provides detailed information and guidelines for the protection and preservation of survey monuments within the City and County of San Francisco.
- II. **GENERAL INFORMATION:**
1. All survey monuments shall be located, referenced and/or re-set by the office of the City & County Surveyor or under the direction of a licensed land surveyor or a pre-1982 registered civil engineer prior to the construction, reconstruction, maintenance, resurfacing of public rights-of-way.
 2. Many references to monuments or monument lines exist in the form of marks at building corners, granite curbs, fire hydrants, manhole/utility covers, etc. The City's primary goal and concern is to protect and preserve those City monuments marked with brass survey markers or similar markers, as noted on the City's Monument Mapping System. Monuments can exist in monument wells or they can be inserted directly into sidewalks and/or other permanent locations.
 3. Other monuments may exist, including those set by federal agencies; e.g. USGS, U.S. Army, U.S. Navy; private surveyors for subdivisions, et al. These monuments must also be preserved where they are located.
- II: **PROCESS.** Prior to the construction, reconstruction, maintenance, resurfacing of public rights-of-way or any excavation work within ten (10) feet of an existing survey monument, a Corner Record or Record of Survey shall be filed with the County Surveyor.
1. An applicant may request the County Surveyor to perform this task; if the County Surveyor agrees, the applicant shall provide/submit the following:
 - A. A letter addressed/email to the County Surveyor's office identifying the applicant's and/or contractor's name, contact information (address, phone, e-mail), and location of the monument(s) affected.



San Francisco Department of Public Works
Making San Francisco a beautiful, livable, vibrant, and sustainable city.

- B. A copy of the permit allowing construction if the work is associated with a private job, or a job billing number if the construction is associated with a City job.
- C. A fee of \$3,100 per monument which shall include all before and after survey services, and the creation and filing of the Corner Records.
- D. The County Surveyor shall require a minimum of two (2) weeks notice prior to performing this task, and shall complete all survey services prior to construction starting
2. **An applicant may hire a private surveyor to perform this task.**
- A. All fees shall be negotiated between the applicant and private surveyor.
- B. The private surveyor shall meet with the County Surveyor to get all detailed information prior to starting construction.
- C. A pre-construction Corner Record or Record of Survey shall be filed prior to starting construction.
- D. Within one (1) month after construction is completed, a post-construction Corner Record or Record of Survey shall be filed.
- E. If (C) or (D) above are not created to the specifications set by the County Surveyor or within the specified time period, the applicant(s) shall be held responsible and a minimum fee of \$10,000 per monument shall be required for the County Surveyor to reestablish the monument.

6/3/2014

6/3/2014

X Bruce R. Storrs

Storrs, Bruce
City and County Surveyor

X Mohammed Nuru

Nuru, Mohammed
Director, DPW



San Francisco Department of Public Works
Making San Francisco a beautiful, livable, vibrant, and sustainable city.

DPW Order

Welcome: Nuru, Mohammed

DPW Order (182647)

Bureau: Bureau of Street-Use & Mapping
 Phone: (415) 554-5810
 Director: Mohammed Nuru, Director
 Category: RESULTING ORDER
 Title: ESTABLISHING GUIDELINES FOR THE PROTECTION AND PRESERVATION OF SURVEY MONUMENTS WITHIN THE CITY AND
 Document: K2.DPW Order(182647).docx
 URL:

Manager: Jerry Sanguinetti, Bureau Manager
 Address: 875 Stevenson Street, Room 460, S.F., CA 9410
 Mayor: Edwin M. Lee, Mayor
 UserName: Jacques, Simone

Body

ESTABLISHING GUIDELINES FOR THE PROTECTION AND PRESERVATION OF SURVEY MONUMENTS WITHIN THE CITY AND COUNTY OF SAN FRANCISCO.

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 - B. A copy of the permit allowing construction if the work is associated with a private job or a job billing number if

Meta Data

DPW Order 182647 Document

Approvers

Title	Approver	Approval/Signature and Approval
City and County Surveyor	Bruce Storrs	Approval Signature and Approval
Director, DPW	Mohammed Nuru	Approval Signature and Approval

CC Email List

User	Email
	simone.jacques@sfdpw.org

Approval History

Workflow Step	Approval Status	Username	Comment	Timestamp
Director, DPW	Approved	Nuru, Mohammed		06/03/2014 08:39:18
City and County Surveyor	Approved	Storrs, Bruce	Signed 6/3/2014 - BRS	06/03/2014 07:04:24
Initiation	Initiated	Jacques, Simone		06/02/2014 18:29:54

ESTABLISHING GUIDELINES FOR THE PROTECTION AND PRESERVATION OF SURVEY MONUMENTS WITHIN THE CITY AND COUNTY OF SAN FRANCISCO.

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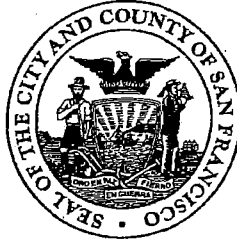
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 - A. A letter addressed/email to the County Surveyor's office identifying the applicant's and/or contractor's name, contact information (address, phone, e-mail), and location of the monument(s) affected.
 - B. A copy of the permit allowing construction if the work is associated with a private job, or a job billing number if the construction is associated with a City job.
 - C. A fee of \$3,100 per monument which shall include all before and after survey services, and the creation and filing of the Corner Records.
 - D. The County Surveyor shall require a minimum of two (2) weeks notice prior to performing this task, and shall complete all survey services prior to construction starting
2. An applicant may hire a private surveyor to perform this task.
 - A. All fees shall be negotiated between the applicant and private surveyor.
 - B. The private surveyor shall meet with the County Surveyor to get all detailed information prior to starting construction.
 - C. A pre-construction Corner Record or Record of Survey shall be filed prior to starting construction.

- D. Within one (1) month after construction is completed, a post-construction Corner Record or Record of Survey shall be filed.
- E. If (C) or (D) above are not created to the specifications set by the County Surveyor or within the specified time period, the applicant(s) shall be held responsible and a minimum fee of \$10,000 per monument shall be required for the County Surveyor to reestablish the monument.
-

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 554-5227

NOTICE OF PUBLIC HEARING

BUDGET AND FINANCE COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

Date: Monday, June 16, 2014


Time: 10:00 a.m.

Location: Legislative Chamber, Room 250 located at City Hall,
1 Dr. Carlton B. Goodlett Place, San Francisco, CA

Subject: File No. 140594 Ordinance amending the Subdivision Code to adopt a fee to set survey monuments and affirming the Planning Department's determination under the California Environmental Quality Act.

If the Ordinance passes, it would authorize a new fee of \$3,100 to set survey monuments.

In accordance with Section 67.7-1 of the San Francisco Administrative Code, persons who are unable to attend the hearing on this matter may submit written comments to the City prior to the time the hearing begins. These comments will be made a part of the official public record in this matter, and shall be brought to the attention of the Members of the Committee. Written comments should be addressed to Angela Calvillo, Clerk of the Board, Room 244, City Hall, 1 Dr. Carlton Goodlett Place, San Francisco, 94102. Information relating to the proposed fee is available in the Office of the Clerk of the Board. Agenda information relating to this matter will be available for public review on June 13, 2014.


Angela Calvillo, Clerk of the Board

DATED: June 3, 2014

PUBLISHED: June 5, 2014 and June 12, 2014

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Linda Wong
S.F. BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE
Ad Description LW - 140594 Survey Monuments Fee

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO CHRONICLE. Please read this notice carefully and call us with any corrections. The Proof of Publication will be filed with the Clerk of the Board. Publication date(s) for this notice is (are):

06/05/2014 , 06/12/2014

CNS 2630673

**NOTICE OF PUBLIC HEARING
BUDGET AND FINANCE COMMITTEE
SAN FRANCISCO BOARD OF SUPERVISORS**

June 16, 2014 - 10:00 a.m.
Legislative Chamber, Room 250 located at City Hall 1 Dr. Carlton B. Goodlett Place, San Francisco, CA
NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard. File No. 140594. Ordinance amending the Subdivision Code to adopt a fee to set survey monuments and affirming the Planning Department's determination under the California Environmental Quality Act. If the Ordinance passes, it would authorize a new fee of \$3,100 to set survey monuments. In accordance with Section 67.7-1 of the San Francisco Administrative Code, persons who are unable to attend the hearing on this matter may submit written comments to the City prior to the time the hearing begins. These comments will be made a part of the official public record in this matter, and shall be brought to the attention of the Members of the Committee. Written comments should be addressed to Angela Calvillo, Clerk of the Board, Room 244, City Hall, 1 Dr. Carlton Goodlett Place, San Francisco, 94102. Information relating to the proposed fee is available in the Office of the Clerk of the Board. Agenda information relating to this matter will be available for public review on June 13, 2014. Angela Calvillo, Clerk of the Board

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| ORANGE COUNTY REPORTER, SANTA ANA | (714) 543-2027 |
| SAN DIEGO COMMERCE, SAN DIEGO | (619) 232-3486 |
| SAN FRANCISCO DAILY JOURNAL, SAN FRANCISCO | (800) 640-4829 |
| SAN JOSE POST-RECORD, SAN JOSE | (408) 287-4866 |
| THE DAILY RECORDER, SACRAMENTO | (916) 444-2355 |
| THE INTER-CITY EXPRESS, OAKLAND | (510) 272-4747 |



OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: ~~to~~ Mayor Edwin M. Lee *EL*
RE: Subdivision Code – Fee to Set Monuments
DATE: June 2, 2014

Attached for introduction to the Board of Supervisors is the ordinance amending the Subdivision Code to adopt a fee to set survey monuments and affirming the Planning Department's determination under the California Environmental Quality Act.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

h
RECEIVED
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SAN FRANCISCO
2014 JUN -2 PM 12:37

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140594