

ORDINANCE NO. \_\_\_\_\_(N.S.)

AN ORDINANCE TO AMEND ARTICLE IV-A, SECTION 86.10 OF THE SAN DIEGO COUNTY CODE OF ADMINISTRATIVE ORDINANCES RELATING TO FEES CHARGED BY THE ASSESSOR/RECORDER/COUNTY CLERK FOR IMAGED COPIES OF RECORDED DOCUMENTS

The Board of Supervisors of the County of San Diego ordains as follows:

**Section 1.** The Board of Supervisors finds and determines that it is necessary to amend the Administrative Code provisions regarding the Assessor/Recorder/County Clerk fees for imaged copies of recorded documents, to make non-substantive changes for clarification of some fees, and to add a new fee to recover the actual direct and indirect costs for custom requests of uncertified imaged copies of non-vital record recorded documents not obtained through the self-service e-commerce system such as large or bulk document image requests.

**Section 2.** Section 86.10 of the San Diego County Code of Administrative Ordinances is hereby amended to read as follows:

SEC. 86.10. FEES FOR MISCELLANEOUS RECORDER SERVICES.

The following fees and charges shall be collected by the Assessor/Recorder/County Clerk for miscellaneous Recorder services:

- (a) **PRELIMINARY CHANGE OF OWNERSHIP REPORT:** The fee if a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a completed preliminary change in ownership report pursuant to Revenue and Taxation Code section 480.3.
- (b) **PRELIMINARY NOTICE:** A fee of \$23 for each preliminary notice filed pursuant to Government Code section 27361.9.
- (c) **IMAGE DISTRIBUTION SERVICE SUBSCRIPTION FOR IMAGED COPIES OF ALL RECORDED DOCUMENTS - ACCOUNT SETUP:** A fee of \$150 plus any third-party vendor costs for the setup of a subscription account for daily imaged copies of all recorded documents that are distributed electronically pursuant to Government Code section 27366 and California Constitution, Article 11, Section 7.
- (d) **IMAGE DISTRIBUTION SERVICE SUBSCRIPTION FOR IMAGED COPIES OF ALL RECORDED DOCUMENTS - ELECTRONIC DISTRIBUTION:** A fee of \$0.125 per image equally divided by the number of subscribers for each subscription for daily imaged copies of all recorded documents that are distributed electronically pursuant to Government Code section 27366 and California Constitution, Article 11, Section 7.
- (e) **IMAGE DISTRIBUTION SERVICE SUBSCRIPTION FOR IMAGED COPIES OF RECORDED MAPS:** A fee of \$0.32 per image for a subscription of daily imaged copies

of recorded maps that are distributed electronically pursuant to Government Code section 27366 and California Constitution, Article 11, Section 7.

- (f) OATH OR AFFIRMATION: The fee to administer and certify each oath or affirmation pursuant to Government Code section 27379.
- (g) FILING: A fee of \$12 for filing, indexing, and keeping each paper not required by law to be recorded pursuant to Government Code sections 27380 and 54985.
- (h) ACKNOWLEDGMENT: A fee of \$13 to take an acknowledgment for each signature acknowledged pursuant to Government Code sections 27375 and 54985.
- (i) RECORD SEARCH: A fee of \$8 for each search for a document on file with the Recorder pursuant to Commercial Code section 9525, Code of Civil Procedure section 2103, and Government Code section 54985.
- (j) DOCUMENT COPY OR SYSTEM GENERATED REPORT UP TO AND INCLUDING 11" x 17" - FIRST PAGE: A fee of \$2 for the first page of each copy of any system generated report, record, proceeding, or paper on file with the Recorder up to 11" x 17" in size pursuant to Government Code sections 27366.
- (k) DOCUMENT COPY OR SYSTEM GENERATED REPORT UP TO AND INCLUDING 11" x 17" - EACH ADDITIONAL PAGE: A fee of \$0.05 for each additional page beyond the first page of each copy of any system generated report, record, proceeding, or paper on file with the Recorder up to 11" x 17" in size pursuant to Government Code section 27366.
- (l) CERTIFICATION: A fee of \$1 for each certification certifying to a copy of any paper, record, or proceeding on file in the office of the Recorder pursuant to Government Code section 27364.
- (m) DOCUMENT COPY OR SYSTEM GENERATED REPORT PROVIDED BY ELECTRONIC MAIL: A fee of \$0.45 for each uncertified copy of an electronically available non-vital record document or system generated report delivered by electronic mail pursuant to Government Code section 27366.
- (n) CUSTOM IMAGE DISTRIBUTION OF IMAGED COPIES OF RECORDED DOCUMENTS: A fee in the amount of the actual direct and indirect costs incurred for custom requests of uncertified imaged copies of non-vital record recorded documents not obtained through the self-service e-commerce system to include, but not limited to, the standard hourly labor time and materials rates, as provided in Section 86.11 of this Code, to search, compile, sort, and redact the images, the cost of materials and media, and any third-party vendor costs pursuant to Government Code section 27366 and California Constitution, Article 11, Section 7.

**Section 3. EFFECTIVE DATE.** This ordinance shall take effect and be in force thirty days after its passage, and before the expiration of fifteen days after its passage, a summary hereof shall be

published once with the names of the members of this Board voting for and against it in the same in a newspaper of general circulation published in the County of San Diego.

**Section 4. OPERATIVE DATE.** This ordinance and the amendments and additions to the San Diego County Code of Administrative Ordinances made by this ordinance shall be operative commencing **July 1, 2024**.

APPROVED AS TO FORM AND LEGALITY

Claudia G. Silva, County Counsel

By: Walter J. de Lorrell, III, Chief Deputy County Counsel