



## MEMORANDUM

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<b>To:</b>	<b>Code Compliance Customers</b>	<b>Date:</b> January 25, 2021
<b>From:</b>	<b>Al Rojas</b>	<b>Phone:</b> (661) 862-8603
	<b>Program Manager, Code Compliance</b>	<b>FAX:</b> (661) 862-5101
<b>Subject:</b>	<b>Fees to Recover Special Requests</b>	

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The Kern County Land Development Fee Resolution 2008-244, lists the fees resulting from the County Board of Supervisors' directive to determine and implement the full cost recovery of work performed by staff, thereby minimizing impacts to the County's general fund, which has historically been tapped into to subsidize much of the cost of performing many of the department's functions. The department will still provide general, public information, which will continue to be absorbed by the general fund, without specific cost recovery.

Within the Schedule are fees to recover costs for performing Special Requests, such as miscellaneous case reviews, inspections, report preparation, investigation, research, expungement requests, fee only requests, and other miscellaneous tasks not covered by other fees. If the expungement request is related to a document that was filed in error, there will be no additional fees required. Expungement Requests and Fee Only Requests are not processed until the deposit has been paid.

The fees for Expungement Requests and Fee Only Requests shall be implemented and assessed as follows:

- An expungement request for a document that was filed in error will not be assessed any fees, unless multiple requests are made regarding the same item or topic, in which case a fee will be assessed to recover total staff time.
- An expungement request takes a minimum of 4 hours or more to complete and will be assessed a fee that is due prior to staff providing the requested information. The request must be made in writing on the department's form along with a copy of the document to be expunged. Staff will provide an estimate of the cost to complete the request, and will not initiate the request, nor exceed the estimated cost, without written authorization by the requesting party. Requests shall be accompanied with a minimum deposit of \$304. Requests which are estimated to exceed four hours of staff time, must be accompanied by a deposit equal to 50% of the estimate, with the balance due prior to providing the requested information. Fee only Requests take a minimum of 2 hours and follow the same process as an Expungement Request.
- Telephone and Email requests, and/or technical assistance, in excess of 30 minutes, will not be provided without a written request. The request forms may be faxed, mailed, or emailed, along with any deposit due, prior to continuing the request.
- Deposits will not be refunded if staff has performed the special request; this includes denied requests. Expungements can be denied for having a current violation on the property, having an open case against the property, having an open building permit that has not been finalized, and for having outstanding fees that have not been paid. This may not be a complete list of reasons for denials as each property has different conditions. Staff will communicate the reason for denial and provide direction for correcting the issue. Expungement requestor is responsible for recording document and paying the associated fees to the Kern County Records Office.

# SPECIAL REQUESTS

## Code Compliance

### Customer Information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail : \_\_\_\_\_

Property Address: \_\_\_\_\_

APN: \_\_\_\_\_

Information Requested (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your request is subject to fees in accordance with the Kern County Resolution 2008-244 at a rate of **\$76** per hour. An estimate is provided below. Expungements take a minimum of four (4) hours and Fee only requests take a minimum of two (2) hours to process. If these times are exceeded, the requester will be notified of additional fees. The estimated cost is due at the time of the request. The balance, if any, is due prior to receiving the requested information. Requests can be sent by FAX to (661) 862-5101 or emailed to [CodeCompliance@KernCounty.com](mailto:CodeCompliance@KernCounty.com). Credit card telephone payments can be made by calling (661) 862-8648. The physical mailing address of Code Compliance is 2700 M St., Ste 570, Bakersfield, CA 93301. Special Requests will not be processed until form is received and deposit is paid.

\_\_\_\_\_  
(Signature)

By signing, I hereby agree to pay for this special request. The estimate indicated below will not be exceeded without my written authorization.

**(below for staff use only)**

Work Order #

\_\_\_\_\_

Estimated cost to complete special request: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Date)

### Actual time spent:

<b>Name</b>	<b>Title</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Clerical Staff	Office Serv Tech	2	\$76/hr	\$152
Fiscal Staff	Fisc Supp Tech	1	\$76/hr	\$76
Code Inspector	Code Comp Officer	1	\$76/hr	\$76
Additional	_____	_____	_____	_____
			<b>Grand Total</b>	_____