

TRANSPORTATION AND LAND MANAGEMENT AGENCY

DEPOSIT-BASED FEE (DBF) GUIDE TO ITEMIZED STATEMENTS

A Useful Guide to Assist the Public in Understanding and Reviewing DBF Case Invoices

Transportation and Land Management Agency

Vision Statement:

Improving the quality of life for Riverside County residents by providing EXCEPTIONAL seamless customer service.

April 13, 2009

Updated April 19, 2016

Special acknowledgement of the contribution of the following participants:

Building Industry Association/Riverside County Strike Force and the Following County Departments:

Building and Safety Department

Environmental Health

Environmental Programs Department

Fire Department

Flood Control & Water Conservation District

Recreational Parks & Open-Space District

Planning Department

TLMA Administrative Services

TLMA Administrative Services

TLMA Administrative Services

Transportation Department

Transportation - County Surveyor

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Introduction

BACKGROUND:The Riverside County Board of Supervisors has adopted ordinances to collect fees for the costs of reviewing applications for land development projects, road improvements, grading, and building permits. Certain applications are “Deposit-based”, meaning that an initial deposit may be supplemented by additional fees, based upon actual labor costs. Deposit-based Fees (DBF) were adopted in response to the building industry’s concern that some applications required more labor than others and that a DBF rate would reflect the project’s actual labor costs, compared to a potentially higher standard (flat) fee. It is the goal of the County staff to reduce costs wherever possible through streamlining efforts currently underway and through improved communication with the applicant so that applications can be processed efficiently and expeditiously.

This guide was developed to assist customers in their review of case statements. The guide includes a sample of an itemized statement and describes the six (6) major sections of the statement. Also included is an index to Activity ID numbers which provides detail regarding county staff labor conducted on the project. A list of common acronyms and abbreviations is also included. This guide will be available at TLMA Permit Assistance Centers.

SAMPLE STATEMENT

GUIDE TO SAMPLE STATEMENT

Receipts Section: 1

Identifies the case number and all deposits and some **surcharges** on the case.

Fees/Surcharges Section: 2

Lists DBF fees and GIS **surcharges**.

Labor Charges Section: 3

Shows all **labor charged** to the case: Listed by Department, date, Activity ID and Description, hours and charges.

Equipment Charges Section: 4

Any department **equipment charges** are shown here.

Miscellaneous Charges Section: 5

Lists Contractors' billing.

Total Charges and Balance: 6

A total of **fees collected**, total charges and case balance.

COUNTY OF RIVERSIDE
Department of Building & Safety

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Itemized Statement of Activity

Situs Address: 12345 MAIN ST
Applicant Name/Address:

NO-NAME HOMES LIMITED PARTNERSHIP
12345 CENTRAL AV SUITE 1
RIVERSIDE, CA 92507

CASE/STATUS: BRS000000 /FINAL

DATE	ACTIVITY ID	DESCRIPTION	HRS/RCPTS	CHARGES	DEPOSITS
Receipts:					
Case/Project/Permit No.: BRS000000					
Receipt Number R000000					
17-MAR-2008	R000000		1,259.73		
17-MAR-2008	SMIP-RE	BLDG LMS		-26.75	
17-MAR-2008		DEPOSIT		-24.18	1,208.80
Case Subtotal Deposits:					1,208.80
Total Deposits:					1,208.80

Fees/Surcharges:

Case/Project/Permit No.:	BRS000000				
17-MAR-2008	R000000	GIS SURC		-45.81	
Case Subtotal Fees:					-45.81
Total Fees:					-45.81

Labor Charges:

Case/Project/Permit No.: BRS000000					
Consolidated Counter Services					
18-MAR-2008	ZLPC	Land USE Plancheck Clearance	0.20	-16.00	
09-APR-2008	ZLPC	Land USE Plancheck Clearance	0.10	-8.00	
07-MAY-2008	ZLPC	Land USE Plancheck Clearance	0.20	-16.00	
13-MAY-2008	ZLPC	Land USE Plancheck Clearance	0.10	-8.00	
05-JUN-2008	ZLPC	Land USE Plancheck Clearance	0.30	-24.00	
09-JUN-2008	ZLPC	Land USE Plancheck Clearance	0.30	-24.00	
11-JUL-2008	ZLPC	Land USE Plancheck Clearance	0.40	-32.00	
23-DEC-2008	ZLPC	Land USE Plancheck Clearance	0.30	-24.00	
21-JAN-2009	ZLPC	Land USE Plancheck Clearance	0.30	-24.00	
Subtotal Labor:			2.20	-170.00	
Building & Safety					
09-JUN-2008	ZBP08	Structural/Gravity	0.10	-15.90	
08-JUN-2008	ZBP12	Administration	0.10	-15.90	
16-AUG-2008	ZBIN	Building Inspection	0.40	-65.00	
25-AUG-2008	ZBIN	Building Inspection	0.10	-13.00	
24-SEP-2008	ZBIN	Building Inspection	0.50	-65.00	
01-OCT-2008	ZBIN	Building Inspection	0.30	-36.00	
Subtotal Labor:			4.70	-622.00	
Case Subtotal Labor:			6.90	-798.60	
Total Labor:			6.90	-798.60	

20-FEB-2009 12:10 PM Itemized Statement of Activity

DATE	ACTIVITY ID	DESCRIPTION	HRS/RCPTS	CHARGES	DEPOSITS
16-OCT-2008	ZBIN	Building Inspection	0.50	-65.00	
21-OCT-2008	ZBIN	Building Inspection	0.50	-65.00	
20-OCT-2008	ZBIN	Building Inspection	0.40	-52.00	
21-NOV-2008	ZBIN	Building Inspection	0.10	-13.00	
21-NOV-2008	ZBIN	Building Inspection	0.10	-13.00	
22-JAN-2009	ZBIN	Building Inspection	0.70	-91.00	
29-JAN-2009	ZBP12	Administration	0.10	-15.00	
03-FEB-2009	ZBIN	Building Inspection	0.70	-91.00	
Subtotal Labor:			4.70	-622.00	
Case Subtotal Labor:			6.90	-798.60	
Total Labor:			6.90	-798.60	

Equipment Charges:

Total Equipment:	1.00	1.00
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Miscellaneous Charges:

Total Misc.:	1.00	1.00
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Total Charges	-864.41
Total Balance	384.39

SAMPLE STATEMENT DESCRIPTIONS

- 1 Please note that the County of Riverside's Board of Supervisors has adopted various
 - 2 land development application surcharges to maintain critical components of the development review programs or to comply with state regulations.
-

- 3 Labor charges are divided into categories and listed by Departments, and includes date, Activity ID, description of the activity, amount of hours and charges. A sub-total for each Department is provided.
-

- 4 Charges for equipment that is necessary for staff to conduct the processing and review of your project are shown here.
-

- 5 The County may find it necessary to hire outside contractors to assist with the review and processing of your submitted land development project. Those costs

Index of Activity ID Numbers

Activity ID numbers and descriptions are sorted by the following departments. Each department has provided a contact name and phone number if you have additional questions.

DEPARTMENT

TASK CODE PREFIX

TLMA Departments and Divisions

Z and X

Building and Safety

Garry Shopshear (951) 955-9622

Consolidated Counter Service

Joseph Feliciano (951) 955-8702

Environmental Programs

Halimah Shenghur (951) 955-3250

GIS

Planning

Halimah Shenghur (951) 955-3250

Surveyor

Maps: Greg Ehe (951) 955-6706

Right of Way: Ed Koterwas (951) 955-6107

Transportation

Inspection Division: Luana Roth (951) 955-6888

Plan Review Division: Kevin Tsang (951) 955-6828

Other Departments

County Counsel

CC

Environmental Health

EH and SHE

Fire Protection-Forest

FP

Flood Control (Subdivision Operations)

FC

Regional Park and Open Space District (Planning)

PK

TLMA Building and Safety DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XBG01	Project Research	Building and Safety - Overtime-Project Research
XBG02	Conditions	Building and Safety - Overtime-Conditions
XBG03	Plan Check	Building and Safety - Overtime-Plan Check
XBG04	Supporting Data	Building and Safety - Overtime-Supporting Data
XBG05	Intradepartmental Coordination	Building and Safety - Overtime-Intradepartmental Coordination
XBG06	Bonds	Building and Safety - Overtime-Bonds
XBG07	Endangered Species	Building and Safety - Overtime-Endangered Species
XBG09	Development Review Team	Building and Safety - Overtime-Development Review Team
XBG10	Project Meetings	Building and Safety - Overtime-Project Meetings
XBG11	Field Visit And Travel	Building and Safety - Overtime-Field Visit And Travel
XBG12	Administration	Building and Safety - Overtime-Administration
XBGN	Grading Inspection	Building and Safety - Overtime-Grading Inspection
XBGT	Grading Trans Plan Review	Building and Safety - Overtime-Grading Transportation Plan Review
XBIN	Building Inspection	Building and Safety - Overtime-Building Inspection
XBMI	Building Mine Inspection	Building and Safety - Overtime-Building Mine Inspection
XBP00	Inspection Plan Check Revision	Building and Safety - Overtime-Inspection Plan Check Revision
XBP01	General Building Limitation	Building and Safety - Overtime-General Building Limitation
XBP02	Occupancy Fire Safety	Building and Safety - Overtime-Occupancy Fire Safety
XBP03	Accessibility	Building and Safety - Overtime-Accessibility
XBP04	Electrical	Building and Safety - Overtime-Electrical
XBP05	Mechanical	Building and Safety - Overtime-Mechanical
XBP06	Energy	Building and Safety - Overtime-Energy
XBP07	Plumbing	Building and Safety - Overtime-Plumbing
XBP08	Structural/Gravity	Building and Safety - Overtime-Structural/Gravity
XBP09	Structural/Lateral	Building and Safety - Overtime-Structural/Lateral
XBP10	Project Meetings	Building and Safety - Overtime-Project Meetings
XBP11	Field Visit And Travel	Building and Safety - Overtime-Field Visit And Travel
XBP12	Administration	Building and Safety - Overtime-Administration
XBPS	Permit Processing	Building and Safety - Overtime-Permit Processing
XCPRA	CPR Applicant Meeting	Building and Safety - Overtime-Comprehensive Project Review ("CPR") Applicant Meeting
XCPRF	CPR Field Inspection	Building and Safety - Overtime-Comprehensive Project Review ("CPR") Field Inspection
XCPRM	CPR Meeting	Building and Safety - Overtime-Comprehensive Project Review ("CPR") Meeting
XCPRP	CPR Plan Check	Building and Safety - Overtime-Comprehensive Project Review ("CPR") Plan Check
XCPRQ	CPR Questions	Building and Safety - Overtime-Comprehensive Project Review ("CPR") Questions
XECES	Erosion Control-Rev Cost Est.	Building and Safety - Overtime-Erosion Control-Revised Cost Estimate
XECFI	Erosion Control Field Inspection	Building and Safety - Overtime-Erosion Control Field Inspection
XECPC	Erosion Control-Rev Plan	Building and Safety - Overtime-Erosion Control-Revised Plan
XECQ	Erosion Control Questions	Building and Safety - Overtime-Erosion Control Questions
XGIPB	Paving Inspection-Base	Building and Safety - Overtime-Paving Inspection-Base
XGIPF	Precise Grading Final	Building and Safety - Overtime-Precise Grading Final

TLMA Building and Safety DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XGIPG	Precise Grading Inspection	Building and Safety - Overtime-Precise Grading Inspection
XGIPM	PM 10/Dust Control Inspection	Building and Safety - Overtime-PM 10/Dust Control Inspection
XGIPP	Paving Insp-Paving	Building and Safety - Overtime-Paving Inspection-Paving
XGIPR	Pre-Const Mtg/Pre-Grade Insp	Building and Safety - Overtime-Pre-Construction Meeting/Pre-Grade Inspection
XGIPS	Paving Insp-Sub Grade	Building and Safety - Overtime-Paving Inspection-Sub Grade
XGIQ	Questions-Grading Inspections	Building and Safety - Overtime-Questions-Grading Inspection
XGIRF	Rough Grade Final	Building and Safety - Overtime-Rough Grade Final
XGIRG	Rough Grading Inspection	Building and Safety - Overtime-Rough Grading Inspection
XGIRI	Intermediate Tough-Grade Insp	Building and Safety - Overtime-Intermediate Rough-Grade Inspection
XGISI	Stockpile Insp-Installation	Building and Safety - Overtime-Stockpile Inspection-Installation
XGISP	Stockpile Insp-Pre-Placement	Building and Safety - Overtime-Stockpile Inspection-Pre-Placement
XGISR	Stockpile Insp-Post Removal	Building and Safety - Overtime-Stockpile Inspection-Post Removal
XICCF	Ind/Comm-Update Database	Building and Safety - Overtime-Industrial/Commercial-Update Database
XICFI	Ind/Comm Field Insp	Building and Safety - Overtime-Industrial/Commercial Field Inspection
XICPI	Ind/Comm-Process Field Insp	Building and Safety - Overtime-Industrial/Commercial-Process Field Inspection
XICQ	Ind/Comm NPDES Questions	Building and Safety - Overtime-Industrial/Commercial National Pollution Discharge Elimination System ("NPDES") Questions
XICRI	Ind/Comm-Re-Inspect Site	Building and Safety - Overtime-Re-Inspect Industrial/Commercial-Inspection Site
XICSC	Assign SIC Code	Building and Safety - Overtime-Assign Standard Industrial Classification Code
XICSI	Ind/Comm-Sched Insp	Building and Safety - Overtime-Industrial/Commercial-Schedule Inspection
XISCC	ISU-Paperwork to Counsel	Building and Safety - Overtime-Improvement Security Unit - Paperwork to Counsel
XISPD	ISU-Paperwork to Developer	Building and Safety - Overtime-Improvement Security Unit - Paperwork to Developer
XISQ	Imprvmnt Securities Questions	Building and Safety - Overtime-Improvement Securities Questions
XISRR	ISU-Proc Release of Security	Building and Safety - Overtime-Improvement Securities Unit-Process Release of Security
XISRS	ISU-Res Release of Security	Building and Safety - Overtime-Improvement Securities Unit-Resolution Release of Security
XNPCF	NPDES-Update Database	Building and Safety - Overtime-National Pollution Discharge Elimination System-Update Database
XNPFV	NPDES-Conduct Verification	Building and Safety - Overtime-National Pollution Discharge Elimination System-Conduct Verification
XNPG	Grading Natl Pollutant Dischar	Building and Safety - Overtime-Grading National Pollution Discharge Elimination System
XNPI	Inspect Natl Pollutant Dischar	Building and Safety - Overtime-Inspection National Pollution Discharge Elimination System

TLMA Building and Safety DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XNPPV	NPDES-Process Verification	Building and Safety - Overtime-National Pollution Discharge Elimination System-Process Verification
XNPQ	NPDES Questions	Building and Safety - Overtime-National Pollution Discharge Elimination System Questions
XNPSV	NPDES-Sched Verification	Building and Safety - Overtime-National Pollution Discharge Elimination System-Schedule Verification
XPMG	Grading - Particulate Matter	Building and Safety - Overtime-Grading PM10
XPMI	Inspection - Particulate Matter	Building and Safety - Overtime-Inspection PM10
XSMCP	Surface Mine-Rev Cases for CPR	Building and Safety - Overtime-Surface Mine-Revision Comprehensive Project Review Cases
XSMES	Surface Mine-Rev Cost Estimate	Building and Safety - Overtime-Surface Mine-Revision Cost Estimate
XSMFA	Surface Mine Insp Paperwork	Building and Safety - Overtime-Surface Mine Inspection Paperwork
XSMFI	Surface Mine Annual Field Insp	Building and Safety - Overtime-Surface Mine Annual Field Inspection
XSMIP	Surface Mine Insp Paperwork	Building and Safety - Overtime-Surface Mine Inspection Paperwork
XSMQ	Surface Mine Questions	Building and Safety - Overtime-Surface Mine Questions
ZBG01	Project Research	Building and Safety-Project Research
ZBG02	Conditions	Building and Safety-Conditions
ZBG03	Plan Check	Building and Safety-Plan Check
ZBG04	Supporting Data	Building and Safety-Supporting Data
ZBG05	Intradepartmental Coordination	Building and Safety-Intradepartmental Coordination
ZBG06	Bonds	Building and Safety-Bonds
ZBG07	Endangered Species	Building and Safety-Endangered Species
ZBG09	Development Review Team	Building and Safety-Development Review Team (DRT)
ZBG10	Project Meetings	Building and Safety-Project Meetings
ZBG11	Field Visit And Travel	Building and Safety-Field Visit And Travel
ZBG12	Administration	Building and Safety-Administration
ZBGN	Grading Inspection	Building and Safety-Grading Inspection
ZBGT	Grading Trans Plan Review	Building and Safety-Grading Transportation Plan Review
ZBIN	Building Inspection	Building and Safety-Building Inspection
ZBMI	Building Mine Inspection	Building and Safety-Building Mine Inspection
ZBP00	Inspection Plancheck Revision	Building and Safety-Inspection Plancheck Revision
ZBP01	General Building Limitation	Building and Safety-General Building Limitation
ZBP02	Occupancy Fire Safety	Building and Safety-Occupancy Fire Safety
ZBP03	Accessibility	Building and Safety-Accessibility
ZBP04	Electrical	Building and Safety-Electrical
ZBP05	Mechanical	Building and Safety-Mechanical
ZBP06	Energy	Building and Safety-Energy
ZBP07	Plumbing	Building and Safety-Plumbing
ZBP08	Structural/Gravity	Building and Safety-Structural/Gravity
ZBP09	Structural/Lateral	Building and Safety-Structural/Lateral
ZBP10	Project Meetings	Building and Safety-Project Meetings
ZBP11	Field Visit And Travel	Building and Safety-Field Visit And Travel
ZBP12	Administration	Building and Safety-Administration

TLMA Building and Safety DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZBPS	Permit Processing	Building and Safety-Permit Processing
ZCPRA	CPR Applicant Meeting	Building and Safety-Comprehensive Project Review Applicant Meeting
ZCPRF	CPR Field Inspection	Building and Safety-Comprehensive Project Review Field Inspection
ZCPRM	CPR Meeting	Building and Safety-Comprehensive Project Review Meeting
ZCPRP	CPR Plan Check	Building and Safety-Comprehensive Project Review Plan Check
ZCPRQ	CPR Questions	Building and Safety-Comprehensive Project Review Questions
ZECES	Erosion Control-Rev Cost Est	Building and Safety-Erosion Control-Revised Cost Estimate
ZECFI	Erosion Control Field Insp	Building and Safety-Erosion Control Field Inspection
ZECPC	Erosion Control-Rev Plan	Building and Safety-Erosion Control-Revised Plan
ZECQ	Erosion Control Questions	Building and Safety-Erosion Control Questions
ZGIPB	Paving Insp-Base	Building and Safety-Paving Inspection-Base
ZGIPF	Precise Grading Final	Building and Safety-Precise Grading Final
ZGIPG	Precise Grading Inspection	Building and Safety-Precise Grading Inspection
ZGIPM	PM 10/Dust Control Insp	Building and Safety-PM 10/Dust Control Insp
ZGIPP	Paving Insp-Paving	Building and Safety-Paving Inspection-Paving
ZGIPR	Pre-Const Mtg/Pre-Grade Insp	Building and Safety-Pre-Construction Meeting/Pre-Grade Inspection
ZGIPS	Paving Insp-Sub Grade	Building and Safety-Paving Inspection-Sub Grade
ZGIQ	Questions-Grading Inspections	Building and Safety-Questions-Grading Inspections
ZGIRF	Rough Grade Final	Building and Safety-Rough Grade Final
ZGIRG	Rough Grading Inspection	Building and Safety-Rough Grading Inspection
ZGIRI	Intermediate Rough-Grade Insp	Building and Safety-Intermediate Rough-Grade Inspection
ZGISI	Stockpile Insp-Installation	Building and Safety-Stockpile Inspection-Installation
ZGISP	Stockpile Insp-Pre-Placement	Building and Safety-Stockpile Inspection-Pre-Placement
ZGISR	Stockpile Insp-Post Removal	Building and Safety-Stockpile Inspection-Post Removal
ZICCF	Ind/Comm-Update Database	Building and Safety-Industrial/Commercial-Update Database
ZICFI	Ind/Comm Field Insp	Building and Safety-Industrial/Commercial Field Inspection
ZICPI	Ind/Comm-Process Field Insp	Building and Safety-Industrial/Commercial-Process Field Inspection
ZICQ	Ind/Comm NPDES Questions	Building and Safety-Industrial/Commercial National Pollution Discharge Elimination System Questions
ZICRI	Ind/Comm-Re Inspect Site	Building and Safety-Industrial/Commercial-Re Inspect Site
ZICSC	SIC-Assign Code	Building and Safety-Standard Industrial Classification-Assign Code
ZICSI	Ind/Comm-Sched Insp	Building and Safety-Industrial/Commercial-Schedule Inspection
ZISCC	ISU-Paperwork to Counsel	Building and Safety-Improvement Security Unit-Paperwork to Counsel
ZISPD	ISU-Paperwork to Developer	Building and Safety-Improvement Security Unit-Paperwork to Developer
ZISQ	Imprvmnt Securities Questions	Building and Safety-Improvement Securities Questions
ZISRR	ISU-Proc Release of Security	Building and Safety-Improvement Securities Unit-Process Release of Security
ZISRS	ISU-Res Release of Security	Building and Safety-Improvement Securities Unit-Resolution Release of Security

TLMA Building and Safety DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZNPCF	NPDES-Update Database	Building and Safety-National Pollution Discharge Elimination System-Update Database
ZNPFV	NPDES-Conduct Verification	Building and Safety-National Pollution Discharge Elimination System-Conduct Verification
ZNPG	Grading Natl Pollutant Dischrg	Building and Safety-Grading National Pollution Discharge Elimination System
ZNPI	Inspection Natl Pollutant Disc	Building and Safety-Inspection National Pollution Discharge Elimination System
ZNPPV	NPDES-Process Verification	Building and Safety-National Pollution Discharge Elimination System-Process Verification
ZNPQ	NPDES Questions	Building and Safety-National Pollution Discharge Elimination System Questions
ZNPSV	NPDES-Schedule Verification	Building and Safety-National Pollution Discharge Elimination System-Schedule Verification
ZPMG	Grading - Particulate matter	Building and Safety-Grading PM10
ZPMI	Inspection - Particulate matter	Building and Safety-Inspection PM10
ZSMCP	Surface Mine-Rev Cases for CPR	Building and Safety-Surface Mine-Review Cases for Comprehensive Project Review
ZSMES	Surface Mine-Rev Cost Estimate	Building and Safety-Surface Mine-Review Cost Estimate
ZSMFA	Surface Mine Insp Paperwork	Building and Safety-Surface Mine Inspection Paperwork
ZSMFI	Surface Mine Annual Field Insp	Building and Safety-Surface Mine Annual Field Inspection
ZSMIP	Surface Mine Insp Paperwork	Building and Safety-Surface Mine Inspection Paperwork
ZSMQ	Surface Mine Questions	Building and Safety-Surface Mine Questions

TLMA Consolidated Counter Services DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XBDP	Permit Data Entry	Counter Services-Overtime-Permit Data Entry
XCPI	Planning Case Intake	Counter Services-Overtime-Planning Case Intake - process of reviewing the submittal package for the Planning department. Confirming that the application is complete, including 'wet-signed' signatures; items for submittal are present and include the minimum requirements; and the customer has the proper amount of fees for the case. The creation of the planning case(s) as the process may require.
XLFC	Land Use Final Clearance	Counter Services-Overtime-Land Use Final Clearance
XLIN	Land Use Inspection	Counter Services-Overtime-Land Use Inspection
XLPC	Land Use Plan Check Clearance	Counter Services-Overtime-Land Use Plan Check Clearance is used to clear conditions for a project or permit created and for 'approvals' of a permit or project as required.
XLPS	Application Land Use Review	Counter Services-Overtime-Application Land Use Review is for the creation of a building permit. The Land Use Technician reviews the corresponding project, tract or parcel map for information that pertains to the permit being applied for. Creates conditions; gives information of the process; takes notes if necessary for clarification. Answers questions in relation to a permit, project and may be used with this task code.
ZBDP	Permit Data Entry	Counter Services-Permit Data Entry
ZCPI	Planning Case Intake	Counter Services-Planning Case Intake is the process of reviewing the submittal package for the Planning department. Confirming that the application is complete, including 'wet-signed' signatures; items for submittal are present and include the minimum requirements; and the customer has the proper amount of fees for the case. The creation of the planning case(s) as the process may require.
ZLFC	Land Use Review for occupancy	Counter Services-Land Use Final Clearance for occupancy
ZLIN	Land Use occupancy compliance	Counter Services-Land Use Inspection for inspection
ZLPC	Land Use Plan check Clearance	Counter Services-Land Use Plan check clearance is used to clear conditions for a project or permit created. Also for giving 'approvals' of a permit or project when necessary.
ZLPS	Land Use Review	Counter Services-Application Land Use Review is for the creation of a building permit. The Land Use Technician reviews the corresponding project, tract or parcel map for information that pertains to the permit being applied for. Creates conditions; gives information for the process; makes notes as necessary for clarification. Answering questions in relation to a permit or project as also used with this task code.

TLMA Environmental Programs Department DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XECLO	Clerical Support	Environmental Protection Department - Overtime-Clerical Support
XECLS	Secretarial Support	Environmental Protection Department - Overtime-Secretarial Support
XEFW	Field Work	Environmental Protection Department - Overtime-Field Work
XEMT	Meetings	Environmental Protection Department - Overtime-Meetings
XEPM	Project Management	Environmental Protection Department - Overtime-Project Management
XETEC	Planning Tech Support	Environmental Protection Department - Overtime-Planning Technical Support
ZECLO	Clerical Support	Environmental Protection Department-Clerical Support
ZECLS	Secretarial Support	Environmental Protection Department-Secretarial Support
ZEFW	Field Work	Environmental Protection Department-Field Work
ZEMT	Meetings	Environmental Protection Department-Meetings
ZEPM	Project Management	Environmental Protection Department-Project Management
ZETEC	Planning Tech Support	Environmental Protection Department-Planning Technical Support

TLMA GIS DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XDLS	GIS Data Layer Support	Overtime-Updating zoning layer with the approved zone(s)/GIS Data Layer Support.
XGAD	GIS Addressing	Overtime-Address the parcels or lots within a tract or parcel map.
XGMP	GIS Computer Mapping	Overtime-Create 6 Case map exhibits for each case, requested by the Planning department/ Change of Zone process/GIS Computer Mapping.
XPJM	GIS Project Management	Overtime-Reviewing the Change of Zone, COGO the boundary for accuracy, contact Applicant/Engineer, process and forward to County Counsel.
XSPA	GIS Spatial Analysis	Overtime-Research pertaining to zoning/case map information.
ZDLS	GIS Data Layer Support	Updating zoning layer with the approved zone(s).
ZGAD	GIS Addressing	Address the parcels or lots within a tract or Parcel map.
ZGMP	GIS Computer Mapping	Create 6 Case map exhibits for each case, requested by the Planning department/ Change of Zone process.
ZPJM	GIS Project Management	Reviewing the Change of Zone, COGO the boundary for accuracy, contact Applicant/Engineer, process and forward to County Counsel
ZSPA	GIS Spatial Analysis	Research pertaining to zoning/case map information
Z4745	Case Intake/General Information	Survey-Case Intake/General Information
Z4630	Vacation/Abandonment	Survey-Vacate the public's rights to the use of a public street or other public use easement.
Z4600	Street Name Check	Survey-Review street names as to name and spelling to insure they are acceptable and do not conflict with existing names being used.
Z4595	Certificate of Correction	Survey-Overtime-Certificate of Correction to correct an error or omission on a Parcel Map, Tract Map, Record of Survey.
Z4570	Case Review for CPM/LLA/COC	Survey-Review legal descriptions and exhibits for Certificate of Parcel Merger, Lot Line Adjustment, Certificate of Compliance for correctness, technical accuracy and compliance with Ord. 460 and the Subdivision Map Act.
Z4560	Field Monument Inspection	Survey-Field monument inspection for Parcel Map or Tract Map.
Z4556	Indexing of Maps/Plans	Survey-Overtime-Indexing of Tract Map, Parcel Map or Improvements Plans.
Z4555	Subdivision Map Review	Survey-Review of Tract Map, Parcel Map, Record of Survey for completeness, technical accuracy and conformance with the conditions of approval, Ord. 460, Subdivision Map Act, Land Surveyors' Act
Z4551	Centerline Layer Review for GIS	Survey-Review of centerline layer information pertaining to subdivision maps for input into GIS.
Z2120	Acceptance of Dedication	Survey-Acceptance of an existing dedication made to the public for public use.
Z2055	Legal Description Review	Survey-Review legal descriptions and plats for correctness, technical accuracy, and conformance with the conditions of approval.
Z2005	Right of Way Supervision	Survey-Supervision of reviews of right-of-way cases.
X4745	Case Intake/General Information	Survey-Overtime-Case Intake/General Information.

TLMA GIS DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
X4630	Vacacation/Abandonment	Survey-Overtime-Vacate the public's rights to the use of a public street or other public use easement.
X4600	Street Name Check	Survey-Overtime-Review street names as to name and spelling to insure they are acceptable and do not conflict with existing names being used.
X4595	Certificate of Correction	Survey-Overtime-Certificate of Correction to correct an error or omission on a Parcel Map, Tract Map, and Record of Survey.
X4570	Case Review for CPM/LLA/COC	Survey-Overtime-Review legal descriptions and exhibits for Certificate of Parcel Merger, Lot Line Adjustment, Certificate of Compliance for correctness, technical accuracy and compliance with Ord. 460 and the Subdivision Map Act.
X4560	Field Monument Inspection	Survey-Overtime-Field monument inspection for Parcel Map or Tract Map.
X4556	Indexing of Maps/Plans	Survey-Overtime-Indexing of Tract Map, Parcel Map or Improvements Plans.
X4555	Subdivision Map Review	Survey-Overtime-Review of Tract Map, Parcel Map, Record of Survey for completeness, technical accuracy and conformance with the conditions of approval, Ord. 460, Subdivision Map Act, and Land Surveyors' Act.
X4551	Centerline Layer Review for GIS	Survey-Overtime-Review of centerline layer information pertaining to subdivision maps for input into GIS.
X2120	Acceptance of Dedication	Survey-Overtime-Acceptance of an existing dedication made to the public for public use.
X2055	Legal Description Review	Survey-Overtime-Review legal descriptions and plats for correctness, technical accuracy, and conformance with the conditions of approval.
X2005	Right of Way Supervision	Survey-Overtime-Supervision of reviews of right-of-way cases.

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
new	Case triage	Planning - Director, Asst. or Deputy - Senior Planner level initial project review to identify issues and processing
new	Case triage	Planning - Geologist - Senior Planner level initial project review to identify issues and processing
new	Case triage	Planning - Planner I, II, or III - Senior Planner level initial project review to identify issues and processing
new	Case triage	Planning - Planner IV or Principal - Senior Planner level initial project review to identify issues and processing
ZPX28	Deposit Based Final Map	Planning - Planner IV or Principal - Deposit Based Final Map
ZPX26	Final Map/Environ Constraint Sheet	Planning - Planner IV or Principal - Final Map/Environmental Constraint Sheet (ECS)
ZPX23	Implementation Training	Planning - Planner IV or Principal - Implementation Training
ZPX22	Final Documents prep and transmittal	Planning - Planner IV or Principal - Final Document Preparation
ZPX21	Project Development	Planning - Planner IV or Principal - Project Development
ZPX20	Ordinance Resolution/Preparation	Planning - Planner IV or Principal - Ordinance Resolution/Preparation
ZPX19	Public Notice Prep/Mailing	Planning - Planner IV or Principal - Public Notice Preparation/Mailing
ZPX18	Board Of Supervisors - Attendance	Planning - Planner IV or Principal - Board Of Supervisors - Attendance
ZPX17	Board Of Supervisors - Preparation	Planning - Planner IV or Principal - Board Of Supervisors- Preparation
ZPX16	Planning Commission Attendance	Planning - Planner IV or Principal - Planning Commission Attendance
ZPX15	Planning Commission Preparation	Planning - Planner IV or Principal - Planning Commission Preparation
ZPX12	Directors Hearing Attendance	Planning - Planner IV or Principal - Directors Hearing Attendance
ZPX11	Directors Hearing Preparation	Planning - Planner IV or Principal - Directors Hearing Preparation
ZPX10	Conditions Of Approval	Planning - Planner IV or Principal - Conditions Of Approval Preparation
ZPX09	Staff Report Preparation	Planning - Planner IV or Principal - Staff Report Preparation
ZPX08	Site Inspection/Field Visit	Planning - Planner IV or Principal - Site Inspection/Field Visit
ZPX07	Communication with Pub. Agency	Planning - Planner IV or Principal - Communication With Public Agency
ZPX06	Communication With Public	Planning - Planner IV or Principal - Communication With Public
ZPX05	Communication With Applicant	Planning - Planner IV or Principal - Communication With Applicant
ZPX04	Land Development Committee Attendance	Planning - Planner IV or Principal - Land Development Committee (LDC) Attendance
ZPX03	Project Review	Planning - Planner IV or Principal - Project Review
ZPX02	Scheduling/Transmittals	Planning - Planner IV or Principal - Scheduling/Transmittals
ZPX01	Case Intake	Planning - Planner IV or Principal - Case Intake
ZPS23	Implementation Training	Planning - Secretary - Implementation Training
ZPS19	Public Notice Prep/Mailing	Planning - Secretary - Public Notice Preparation/Mailing
ZPS18	Board Of Supervisors - Attendance	Planning - Office Assistant - Board Of Supervisors Attendance

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZPS17	Board Of Supervisors - Preparation	Planning - Secretary - Board Of Supervisors Preparation
ZPS16	Planning Commission Attendance	Planning - Secretary - Planning Commission Attend
ZPS15	Planning Commission Preparation	Planning - Secretary - Planning Commission Preparation
ZPS12	Directors Hearing Attendance	Planning - Secretary - Directors Hearing Attendance
ZPS11	Directors Hearing Preparation	Planning - Secretary - Directors Hearing Preparation
ZPS08	Site Inspection/Field Visit	Planning - Secretary - Site Inspection/Field Visit
ZPS07	Communication with Pub. Agency	Planning - Secretary - Communication With Public Agency
ZPS06	Communication With Public	Planning - Secretary - Communication With Public
ZPS05	Communication With Applicant	Planning - Secretary - Communication With Applicant
ZPS02	Scheduling/Transmittals	Planning - Secretary - Scheduling/Transmittals
ZPS01	Case Intake	Planning - Secretary - Case Intake
ZPP28	Deposit Based Final Map	Planning - Director, Asst. or Deputy - Deposit Based Final Map
ZPP26	Final Map/Environ Constraint Sheet	Planning - Director, Asst. or Deputy - Final Map/Environmental Constraint Sheet (ECS)
ZPP22	Final Documents prep and transmittal	Planning - Director, Asst. or Deputy - Final Document Preparation
ZPP21	Project Development	Planning - Director, Asst. or Deputy - Project Development
ZPP20	Ordinance Resolution/Preparation	Planning - Director, Asst. or Deputy - Ordinance Resolution/Preparation
ZPP19	Public Notice Prep/Mailing	Planning - Director, Asst. or Deputy - Public Notice Preparation/Mailing
ZPP18	Board Of Supervisors - Attendance	Planning - Director, Asst. or Deputy - Board Of Supervisors - Attendance
ZPP17	Board Of Supervisors - Preparation	Planning - Director, Asst. or Deputy - Board Of Supervisors-Preparation
ZPP16	Planning Commission Attendance	Planning - Director, Asst. or Deputy - Planning Commission Attendance
ZPP15	Planning Commission Preparation	Planning - Director, Asst. or Deputy - Planning Commission Preparation
ZPP12	Directors Hearing Attendance	Planning - Director, Asst. or Deputy - Directors Hearing Attendance
ZPP11	Directors Hearing Preparation	Planning - Director, Asst. or Deputy - Directors Hearing Preparation
ZPP10	Conditions Of Approval	Planning - Director, Asst. or Deputy - Conditions of Approval Preparation
ZPP09	Staff Report Preparation	Planning - Director, Asst. or Deputy - Staff Report Preparation
ZPP08	Site Inspection/Field Visit	Planning - Director, Asst. or Deputy - Site Inspection/Field Visit
ZPP07	Communication with Pub. Agency	Planning - Director, Asst. or Deputy - Communication With Public Agency
ZPP06	Communication With Public	Planning - Director, Asst. or Deputy - Communication With Public
ZPP05	Communication With Applicant	Planning - Director, Asst. or Deputy - Communication With Applicant
ZPP04	Land Development Committee Attendance	Planning - Director, Asst. or Deputy - Land Development Committee (LDC) Attendance
ZPP03	Project Review	Planning - Director, Asst. or Deputy - Project Review
ZPP02	Scheduling/Transmittals	Planning - Director, Asst. or Deputy - Scheduling/Transmittals
ZPP01	Case Intake	Planning - Director, Asst. or Deputy - Case Intake
ZPO28	Deposit Based Final Map	Planning - Office Assistant - Deposit Based Final Map

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZPO23	Implementation Training	Planning - Office Assistant - Implementation Training
ZPO22	Final Documents prep and transmittal	Planning - Office Assistant - Final Document Preparation
ZPO21	Project Development	Planning - Office Assistant - Project Development
ZPO19	Public Notice Prep/Mailing	Planning - Office Assistant - Public Notice Preparation/Mailing
ZPO18	Board Of Supervisors - Attendance	Planning - Office Assistant - Board Of Supervisors Attendance
ZPO17	Board Of Supervisors - Preparation	Planning - Office Assistant - Board Of Supervisors Preparation
ZPO16	Planning Commission Attendance	Planning - Office Assistant - Planning Commission Attendance
ZPO15	Planning Commission Preparation	Planning - Office Assistant - Planning Commission Preparation
ZPO12	Directors Hearing Attendance	Planning - Office Assistant - Directors Hearing Attendance
ZPO11	Directors Hearing Preparation	Planning - Office Assistant - Directors Hearing Preparation
ZPO10	Conditions Of Approval	Planning - Office Assistant - Conditions Of Approval Preparation
ZPO09	Staff Report Preparation	Planning - Office Assistant - Staff Report Preparation
ZPO07	Communication with Pub. Agency	Planning - Office Assistant - Communication With Public Agency
ZPO06	Communication With Public	Planning - Office Assistant - Communication With Public
ZPO05	Communication With Applicant	Planning - Office Assistant - Communication With Applicant
ZPO04	Land Development Committee Attendance	Planning - Office Assistant - Land Development Committee (LDC) Attendance
ZPO03	Project Review	Planning - Office Assistant - Project Review
ZPO02	Scheduling/Transmittals	Planning - Office Assistant - Scheduling/Transmittals
ZPO01	Case Intake	Planning - Office Assistant - Case Intake
ZPL28	Deposit Based Final Map	Planning - Planner I, II, or III - Deposit Based Final Map
ZPL26	Final Map/Environ Constraint Sheet	Planning - Planner I, II, or III - Final Map/Environmental Constraint Sheet (ECS)
ZPL23	Implementation Training	Planning - Planner I, II, or III - Implementation Training
ZPL22	Final Documents prep and transmittal	Planning - Planner I, II, or III - Final Document Preparation
ZPL21	Project Development	Planning - Planner I, II, or III - Project Development
ZPL20	Ordinance Resolution/Preparation	Planning - Planner I, II, or III - Ordinance Resolution/Preparation
ZPL19	Public Notice Prep/Mailing	Planning - Planner I, II, or III - Public Notice Preparation/Mailing
ZPL18	Board Of Supervisors - Attendance	Planning - Planner I, II, or III - Board Of Supervisors - Attendance
ZPL17	Board Of Supervisors - Preparation	Planning - Planner I, II, or III - Board Of Supervisors - Preparation
ZPL16	Planning Commission Attendance	Planning - Planner I, II, or III - Planner - Planning Commission Attendance
ZPL15	Planning Commission Preparation	Planning - Planner I, II, or III - Planning Commission Preparation
ZPL12	Directors Hearing Attendance	Planning - Planner I, II, or III - Directors Hearing Attendance
ZPL11	Directors Hearing Preparation	Planning - Planner I, II, or III - Directors Hearing Preparation
ZPL10	Conditions Of Approval	Planning - Planner I, II, or III - Conditions Of Approval Preparation
ZPL09	Staff Report Preparation	Planning - Planner I, II, or III - Staff Report Preparation
ZPL08	Site Inspection/Field Visit	Planning - Planner I, II, or III - Site Inspection/Field Visit
ZPL07	Communication with Pub. Agency	Planning - Planner I, II, or III - Communication With Public Agency
ZPL06	Communication With Public	Planning - Planner I, II, or III - Communication With Public
ZPL05	Communication With Applicant	Planning - Planner I, II, or III - Communication With Applicant

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZPL04	Land Development Committee Attendance	Planning - Planner I, II, or III - Land Development Committee (LDC) Attendance
ZPL03	Project Review	Planning - Planner I, II, or III - Project Review
ZPL02	Scheduling/Transmittals	Planning - Planner I, II, or III - Scheduling/Transmittals
ZPL01	Case Intake	Planning - Planner I, II, or III - Case Intake
ZPG28	Deposit Based Final Map	Planning - Geologist - Deposit Based Final Map
ZPG26	Final Map/Environ Constraint Sheet	Planning - Geologist - Final Map/Environmental Constraint Sheet (ECS)
ZPG23	Implementation Training	Planning - Geologist - Implementation Training
ZPG22	Final Documents prep and transmittal	Planning - Geologist - Final Document Preparation and Transmittal
ZPG21	Project Development	Planning - Geologist - Project Development
ZPG20	Ordinance Resolution/Preparation	Planning - Geologist - Ordinance Resolution/Preparation
ZPG19	Public Notice Prep/Mailing	Planning - Geologist - Public Notice Preparation/Mailing
ZPG18	Board Of Supervisors - Attendance	Planning - Geologist - Board Of Supervisors - Attendance
ZPG17	Board Of Supervisors - Preparation	Planning - Geologist - Board Of Supervisors- Preparation
ZPG16	Planning Commission Attendance	Planning - Geologist - Planning Commission Attendance
ZPG15	Planning Commission Preparation	Planning - Geologist - Planning Commission Preparation
ZPG12	Directors Hearing Attendance	Planning - Geologist - Directors Hearing Attendance
ZPG11	Directors Hearing Preparation	Planning - Geologist - Directors Hearing Preparation
ZPG10	Conditions Of Approval	Planning - Geologist - Conditions Of Approval Preparation
ZPG09	Staff Report Preparation	Planning - Geologist - Staff Report Preparation
ZPG08	Site Inspection/Field Visit	Planning - Geologist - Site Inspection/Field Visit
ZPG07	Communication with Pub. Agency	Planning - Geologist - Communication With Public Agency
ZPG06	Communication With Public	Planning - Geologist - Communication With Public
ZPG05	Communication With Applicant	Planning - Geologist - Communication With Applicant
ZPG04	Land Development Committee Attendance	Planning - Geologist - Land Development Committee (LDC) Attendance
ZPG03	Project Review	Planning - Geologist - Project Review
ZPG02	Scheduling/Transmittals	Planning - Geologist - Scheduling/Transmittals
ZPG01	Case Intake	Planning - Geologist - Case Intake
ZPA28	Deposit Based Final Map	Planning - Technician - Deposit Based Final Map
ZPA26	Final Map/Environ Constraint Sheet	Planning - Technician - Final Map/Environmental Constraint Sheet (ECS)
ZPA23	Implementation Training	Planning - Technician - Implementation Training
ZPA22	Final Documents prep and transmittal	Planning - Technician - Final Document Preparation and Transmittal
ZPA21	Project Development	Planning - Technician - Project Development
ZPA20	Ordinance Resolution/Preparation	Planning - Technician - Ordinance Resolution/Preparation
ZPA19	Public Notice Prep/Mailing	Planning - Technician - Public Notice Preparation/Mailing
ZPA18	Board Of Supervisors - Attendance	Planning - Technician - Board Of Supervisors - Attendance
ZPA17	Board Of Supervisors - Preparation	Planning - Technician - Board Of Supervisors - Preparation

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
ZPA16	Planning Commission Attendance	Planning - Technician - Planning - Technician Commission Attendance
ZPA15	Planning Commission Preparation	Planning - Technician - Planning Commission Preparation
ZPA12	Directors Hearing Attendance	Planning - Technician - Directors Hearing Attendance
ZPA11	Directors Hearing Preparation	Planning - Technician - Directors Hearing Preparation
ZPA10	Conditions Of Approval	Planning - Technician - Conditions Of Approval Preparation
ZPA09	Staff Report Preparation	Planning - Technician - Staff Report Preparation
ZPA08	Site Inspection/Field Visit	Planning - Technician - Site Inspection/Field Visit
ZPA07	Communication with Pub. Agency	Planning - Technician - Communication With Public Agency
ZPA06	Communication With Public	Planning - Technician - Communication With Public
ZPA05	Communication With Applicant	Planning - Technician - Communication With Applicant
ZPA04	Land Development Committee Attendance	Planning - Technician - Land Development Committee (LDC) Attendance
ZPA03	Project Review	Planning - Technician - Project Review
ZPA02	Scheduling/Transmittals	Planning - Technician - Scheduling/Transmittals
ZPA01	Case Intake	Planning - Technician - Case Intake
XPS28	Deposit Based Final Map	Planning - Secretary - Over Time - Deposit Based Final Map
XPS23	Implementation Training	Planning - Secretary - Over Time - Implementation Training
XPS22	Final Documents prep and transmittal	Planning - Secretary - Over Time - Final Documents Preparation and Transmittal
XPS19	Public Notice Prep/Mailing	Planning - Secretary - Over Time - Public Notice Preparation/Mailing
XPS18	Board Of Supervisors - Attendance	Planning - Secretary - Over Time-Board Of Supervisors - Attendance
XPS17	Board Of Supervisors - Preparation	Planning - Secretary - Over Time - Board Of Supervisors Preparation
XPS16	Planning Commission Attendance	Planning - Secretary - Over Time - Planning Commission Attendance
XPS15	Planning Commission Preparation	Planning - Secretary - Over Time - Planning Commission Preparation
XPS12	Directors Hearing Attendance	Planning - Secretary - Over Time - Directors Hearing Attendance
XPS11	Directors Hearing Preparation	Planning - Secretary - Over Time - Directors Hearing Preparation
XPS09	Staff Report Preparation	Planning - Secretary - Over Time - Staff Report Preparation
XPS08	Site Inspection/Field Visit	Planning - Secretary - Over Time - Site Inspection/Field Visit
XPS06	Communication With Public	Planning - Secretary - Over Time - Communication With Public
XPS05	Communication With Applicant	Planning - Secretary - Over Time - Communication With Applicant
XPS04	Land Development Committee Attendance	Planning - Secretary - Over Time - Land Development Committee (LDC) Attendance
XPS03	Project Review	Planning - Secretary - Over Time - Project Review
XPS02	Scheduling/Transmittals	Planning - Secretary - Over Time - Scheduling/Transmittals
XPS01	Case Intake	Planning - Secretary - Over Time - Case Intake
XPO28	Deposit Based Final Map	Planning - Office Assistant - Over Time - Deposit Based Final Map
XPO22	Final Documents prep and transmittal	Planning - Office Assistant - Over Time - Final Documents Preparation and Transmittal
XPO19	Public Notice Prep/Mailing	Planning - Office Assistant - Over Time - Public Notice Preparation/Mailing
XPO18	Board Of Supervisors - Attendance	Planning - Office Assistant - Over Time - Board Of Supervisors Attendance

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XPO17	Board Of Supervisors - Preparation	Planning - Office Assistant - Over Time - Board Of Supervisors Preparation
XPO16	Planning Commission Attendance	Planning - Office Assistant - Over Time- Planning Commission Attendance
XPO15	Planning Commission Preparation	Planning - Office Assistant - Over Time - Planning Commission Preparation
XPO12	Directors Hearing Attendance	Planning - Office Assistant - Over Time - Directors Hearing Attended
XPO11	Directors Hearing Preparation	Planning - Office Assistant - Over Time - Directors Hearing Preparation
XPO10	Conditions Of Approval	Planning - Office Assistant - Over Time - Conditions Of Approval
XPO09	Staff Report Preparation	Planning - Office Assistant - Over Time - Staff Report Preparation
XPO08	Site Inspection/Field Visit	Planning - Office Assistant - Over Time - Site Inspection/Field Visit
XPO06	Communication With Public	Planning - Office Assistant - Over Time - Communication With Public
XPO05	Communication With Applicant	Planning - Office Assistant - Over Time - Communication With Applicant
XPO03	Project Review	Planning - Office Assistant - Over Time - Project Review
XPO02	Scheduling/Transmittals	Planning - Office Assistant - Over Time - Scheduling/Transmittals
XPO01	Case Intake	Planning - Office Assistant - Over Time - Case Intake
XPL28	Deposit Based Final Map	Planning - Planner I, II, or III - Over Time - Deposit Based Final Map
XPL26	Final Map/Environ Constraint Sheet	Planning - Planner I, II, or II - Over Time - Final Map/Environmental Constraint Sheets (ECS)
XPL23	Implementation Training	Planning - Planner I, II, or III - Over Time - Implementation Training
XPL22	Final Documents prep and transmittal	Planning - Planner I, II, or III - Over Time - Final Documents Preparation and Transmittal
XPL21	Project Development	Planning - Planner I, II, or III - Over Time - Project Development
XPL20	Ordinance Resolution/Preparation	Planning - Planner I, II, or III - Over Time - Ordinance Resolution/Preparation
XPL19	Public Notice Prep/Mailing	Planning - Planner I, II, or III - Over Time - Public Notice Preparation/Mailing
XPL18	Board Of Supervisors - Attendance	Planning - Planner I, II, or III - Over Time - Board Of Supervisors - Attendance
XPL17	Board Of Supervisors - Preparation	Planning - Planner I, II, or III - Over Time - Board Of Supervisors - Preparation
XPL16	Planning Commission Attendance	Planning - Planner I, II, or III - Over Time - Planning Commission Attendance
XPL15	Planning Commission Preparation	Planning - Planner I, II, or III - Over Time - Planning Commission Preparation
XPL12	Directors Hearing Attendance	Planning - Planner I, II, or III - Over Time - Directors Hearing Attended
XPL11	Directors Hearing Preparation	Planning - Planner I, II, or III - Over Time - Directors Hearing Preparation
XPL10	Conditions Of Approval	Planning - Planner I, II, or III - Over Time - Conditions Of Approval
XPL09	Staff Report Preparation	Planning - Planner I, II, or III - Over Time - Staff Report Preparation
XPL08	Site Inspection/Field Visit	Planning - Planner I, II, or III - Over Time - Site Inspection/Field Visit

TLMA Planning DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
XPL07	Communication with Pub. Agency	Planning - Planner I, II, or III - Over Time - Communication With Public Agency
XPL06	Communication With Public	Planning - Planner I, II, or III - Over Time-Communication With Public
XPL05	Communication With Applicant	Planning - Planner I, II, or III - Over Time - Communication With Applicant
XPL04	Land Development Committee Attendance	Planning - Planner I, II, or III - Over Time - Land Development Committee (LDC) Attendance
XPL03	Project Review	Planning - Planner I, II, or III - Over Time - Project Review
XPL02	Scheduling/Transmittals	Planning - Planner I, II, or III - Over Time - Scheduling/Transmittals
XPL01	Case Intake	Planning - Planner I, II, or III - Over Time - Case Intake
XPA28	Deposit Based Final Map	Planning - Technician - Over Time - Deposit Based Final Map
XPA26	Final Map/Environ Constraint Sheet	Planning - Technician - Over Time - Final Map/Environmental Constraint Sheets (ECS)
XPA23	Implementation Training	Planning - Technician - Over Time - Implementation Training
XPA22	Final Documents prep and transmittal	Planning - Technician - Over Time - Final Documents Preparation and Transmittal
XPA21	Project Development	Planning - Technician - Over Time - Project Development
XPA20	Ordinance Resolution/Preparation	Planning - Technician - Over Time - Ordinance Resolution/Preparation
XPA19	Public Notice Prep/Mailing	Planning - Technician - Over Time - Public Notice Preparation/Mailing
XPA18	Board Of Supervisors - Attendance	Planning - Technician - Over Time - Board Of Supervisors - Attendance
XPA17	Board Of Supervisors - Preparation	Planning - Technician - Over Time - Board Of Supervisors - Preparation
XPA16	Planning Commission Attendance	Planning - Technician - Over Time - Planning - Planning Commission Attendance
XPA15	Planning Commission Preparation	Planning - Technician - Over Time- Planning Commission Preparation
XPA12	Directors Hearing Attendance	Planning - Technician - Over Time - Directors Hearing Attendance
XPA11	Directors Hearing Preparation	Planning - Technician - Over Time - Directors Hearing Preparation
XPA10	Conditions Of Approval	Planning - Technician - Over Time - Conditions Of Approval
XPA09	Staff Report Preparation	Planning - Technician - Over Time - Staff Report Preparation
XPA08	Site Inspection/Field Visit	Planning - Technician - Over Time - Site Inspection/Field Visit
XPA07	Communication with Pub. Agency	Planning - Technician - Over Time - Communication with Public Agency
XPA06	Communication With Public	Planning - Technician - Over Time - Communication With Public
XPA05	Communication With Applicant	Planning - Technician - Over Time - Communication With Applicant
XPA04	Land Development Committee Attendance	Planning - Technician - Over Time - Land Development Committee (LDC) Attendance
XPA03	Project Review	Planning - Technician - Over Time - Project Review
XPA02	Scheduling/Transmittals	Planning - Technician - Over Time - Scheduling/Transmittals
XPA01	Case Intake	Planning - Technician - Over Time - Case Intake

TLMA Surveyor DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
Z4745	Case Intake/General Information	Survey-Case Intake/General Information
Z4630	Vacation/Abandonment	Survey-Vacate the public's rights to the use of a public street or other public use easement.
Z4600	Street Name Check	Survey-Review street names as to name and spelling to insure they are acceptable and do not conflict with existing names being used.
Z4595	Certificate of Correction	Survey-Overtime-Certificate of Correction to correct an error or omission on a Parcel Map, Tract Map, Record of Survey.
Z4570	Case Review for CPM/LLA/COC	Survey-Review legal descriptions and exhibits for Certificate of Parcel Merger, Lot Line Adjustment, Certificate of Compliance for correctness, technical accuracy and compliance with Ord. 460 and the Subdivision Map Act.
Z4560	Field Monument Inspection	Survey-Field monument inspection for Parcel Map or Tract Map/NPDES Storm Drain Inventory.
Z4556	Indexing of Maps/Plans	Survey-Overtime-Indexing of Tract Map, Parcel Map or Improvements Plans.
Z4555	Subdivision Map Review	Survey-Review of Tract Map, Parcel Map, Record of Survey for completeness, technical accuracy and conformance with the conditions of approval, Ord. 460, Subdivision Map Act, Land Surveyors' Act
Z4551	Centerline Layer Review for GIS	Survey-Review of centerline layer information pertaining to subdivision maps for input into GIS.
Z2120	Acceptance of Dedication	Survey-Acceptance of an existing dedication made to the public for public use.
Z2055	Legal Description Review	Survey-Review legal descriptions and plats for correctness, technical accuracy, and conformance with the conditions of approval.
Z2005	Right of Way Supervision	Survey-Supervision of reviews of right-of-way cases.
X4745	Case Intake/General Information	Survey-Overtime-Case Intake/General Information.
X4630	Vacacation/Abandonment	Survey-Overtime-Vacate the public's rights to the use of a public street or other public use easement.
X4600	Street Name Check	Survey-Overtime-Review street names as to name and spelling to insure they are acceptable and do not conflict with existing names being used.
X4595	Certificate of Correction	Survey-Overtime-Certificate of Correction to correct an error or omission on a Parcel Map, Tract Map, and Record of Survey.
X4570	Case Review for CPM/LLA/COC	Survey-Overtime-Review legal descriptions and exhibits for Certificate of Parcel Merger, Lot Line Adjustment, Certificate of Compliance for correctness, technical accuracy and compliance with Ord. 460 and the Subdivision Map Act.
X4560	Field Monument Inspection	Survey-Overtime-Field monument inspection for Parcel Map or Tract Map/NPDES Storm Drain Inventory.
X4556	Indexing of Maps/Plans	Survey-Overtime-Indexing of Tract Map, Parcel Map or Improvements Plans.

TLMA Surveyor DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
X4555	Subdivision Map Review	Survey-Overtime-Review of Tract Map, Parcel Map, Record of Survey for completeness, technical accuracy and conformance with the conditions of approval, Ord. 460, Subdivision Map Act, and Land Surveyors' Act.
X4551	Centerline Layer Review for GIS	Survey-Overtime-Review of centerline layer information pertaining to subdivision maps for input into GIS.
X2120	Acceptance of Dedication	Survey-Overtime-Acceptance of an existing dedication made to the public for public use.
X2055	Legal Description Review	Survey-Overtime-Review legal descriptions and plats for correctness, technical accuracy, and conformance with the conditions of approval.
X2005	Right of Way Supervision	Survey-Overtime-Supervision of reviews of right-of-way cases.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
Z4765	NPDES Const Insp Encr Permits	Transportation-Inspections related to installation, maintenance and complaints of NPDES measures.
Z4760	Development Processing	Transportation-Development Processing is used for anytime spent researching, and conducting a clearance on a building permit.
Z4720	Encr Permits Inspections	Transportation-Encroachment Permits Inspections: Time spent in the field reviewing, redlining plans, monitoring the construction and safety of the public.
Z4715	Encr Permits Administration	Transportation-Encroachment Permits Administration-includes: higher level decision making regarding the issuance of a permit, minor plan check, reviewing and signing the permit.
Z4710	Encr Permits Processing	Transportation-Encroachment Permits Processing-Technical could include any of the following: Answering any questions regarding the permit process, intake at the public counter, conducting any right away research, writing the permit, figuring permit fees and phone calls.
Z4705	Encroachment Permits-Clerical	Transportation-Encroachment Permits-Clerical could include any of the following: typing, separating, filing, mailing, scanning, taking phone calls and running reports.
Z4636	Conditions Of Approval-Engineer	Transportation-Review reports, studies and designs and write Transportation conditions of approval.
Z4635	Conditions Of Approval	Transportation-Review tentative exhibit and write Transportation conditions of approval.
Z4545	Trial/Trial Prep.	Transportation-Trial/Trial Preparation - Prepare for and attend depositions, proceedings, hearings or trials. Preparation of responses to Requests for Documents and Interrogatories. Meetings with County Counsel and Opposing Counsel on Development related cases.
Z4544	Trial/Trial Prep. - Plan Check	Transportation-Trial/Trial Preparation - Prepare written documents or responses pertaining to trials.
Z4543	Trial/Trial Prep. - Plan Check	Transportation-Trial/Trial Preparation -Research of Plan Check files and plans for information.
Z4540	Land Dev Documentation	Transportation-Preparing minutes, agendas, and letters for development cases.
Z4535	Land Dev Field Review	Transportation-Land Development Field Review clarifying or confirming existing topography shown on tentative exhibit.
Z4530	Land Dev Clerical	Transportation-Clerical activities including: phone or counter customer assists, pulling, organizing and maintaining files, meeting coordination, typing memos and letters, condition clearing, scheduling of inspections and testing.
Z4526	Bond Releases	Transportation-Preparation of letters and releases related to the release and reduction of bond amounts without agreement modifications.
Z4525	Bonds/Agreements-Extension	Transportation-Bonds/Agreements-Preparation and processing of extension of time agreements.
Z4520	Bonds/Agreements-New	Transportation-Bonds/Agreements-New Agreement and bond packages prepared and processed.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
Z4015	Dig Alert	Transportation-Dig Alert request, locating of loops conduits and other signal appurtenances.
Z4011	Traffic Contl-Inspection	Transportation-Supervisory signal inspection or pavement marking inspection for development signal projects.
Z4010	Traffic Contl-Inspection	Transportation-Signal inspection or pavement marking inspection for development signal projects.
Z4006	Traffic Control Device Rev	Transportation-Supervisory temporary traffic control device inspection, signage, detours, etc.
Z4005	Traffic Control Device Rev	Transportation-Temporary traffic control device inspection, signage, detours, etc.
Z3995	Insp Encroachment Permit Pr	Transportation-Signal inspection or pavement marking inspection for encroachment permit signal projects.
Z3935	Pavement Mrkg-Sandblasting	Transportation-Pavement marking removal, sandblasting, grinding, etc.
Z3930	Striping	Transportation-Layout(cat-tracking) and painting traffic striping, lane lines, etc.
Z3925	Markings	Transportation-Painting and/or Stenciling of pavement markings; stop bars and legends, signal ahead, etc.
Z3900	Sign - Remove	Transportation-Sign-Removal and salvaging of existing signs and sign materials to a County facility.
Z3885	Sign Fabrication	Transportation-Sign Fabrication of new special signs, street name, directional, etc.
Z3875	Sign - Install	Transportation-Sign-Installation and placement of new signs.
Z3360	Report Preparation	Transportation-Report Preparation, letters, street sections, design recommendations, etc.
Z3355	Cylinder Testing	Transportation-Concrete PSI, beam, capping, logging, collecting, and casting of concrete Cylinder Testing.
Z3350	Concrete Mix Design Review	Transportation-Concrete Mix Design Review for Permits, Highway Operations, Developers, and Contract Projects.
Z3345	Concrete Plant Inspection	Transportation-Concrete Plant Inspection field review.
Z3340	Concrete	Transportation-Concrete testing of samples aggregate, cement, additives, cleanness, specifications, gravity, etc.
Z3335	Extraction	Transportation-Extraction of oil from AC samples for proper mix.
Z3330	Asphalt Mix Design Review	Transportation-Asphalt Mix Design Review for Permits, Highway Operations, Developers, Contract Projects.
Z3325	Asphalt Plant Inspection	Transportation-Asphalt Plant Inspection field review.
Z3320	Asphalt	Transportation-Asphalt testing of samples both aggregate, oil, stabilities
Z3315	R Values	Transportation-R Values on aggregate base and native soil for street sections
Z3310	Density	Transportation-Lab work on soil and base samples: Max Density, sample preparation, gradation, etc.
Z3305	Compaction	Transportation-Field Compaction testing soil and base, sample collection and general field work.
Z3290	Material Testing-Mgmt Oversight	Transportation-Material Testing-Management Oversight for Supervisors review of work and schedule.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
Z3090	Construction Documentation	Transportation-Construction office documentation - diaries, letters, lot release forms, etc.
Z3070	Plan Modifications	Transportation-Plan Modifications required for field conditions or design changes.
Z3060	NPDES Construction Inspection	Transportation-Inspections related to installation, maintenance and complaints of NPDES measures.
Z3055	Inspection	Transportation-Field inspection, lot release inspections, punch list inspections, and etc.
Z3050	Construction Mgmt Oversight	Transportation-Construction management, oversight and supervision - meetings, phone calls, etc.
Z1395	Contract Documents	Transportation-Review and processing of contract documents including bonds and agreements, Transportation Uniform Mitigation Fee (TUMF), Road and Bridge Benefit District (RBBD) and Community Facilities District (CFD) reimbursements.
Z1365	Final Plan Checking	Transportation-Plan Checking of final engineered plans, including street, storm drain, water, sewer, street lights and landscaping; checking reports, estimates and easements; plan revisions and redlines during the construction phase; reviewing and ensuring of plan revisions based on the as-built conditions on project close out.
Z1235	Preliminary Plan Checking	Transportation-Plan Checking of street or drainage concept plans prior to final plan submittal.
X4765	NPDES Const Insp Encr Permit	Transportation-Overtime-National Pollution Discharge Elimination System (NPDES) Construction Inspection Encroachment Permit.
X4760	Development Processing	Tr-Ot-Development Processing is used for time spent researching or conducting a clearance on a building permit.
X4720	Encroachment Permits Inspection	Transportation-Overtime-Encroachment Permits Inspections: Time spent in the field reviewing, redlining plans, monitoring the construction and safety of the public.
X4715	Encroachment Permits Administ	Transportation-Overtime-Encroachment Permits Admin-includes: higher level decision making regarding the issuance of a permit, minor plan check, reviewing and signing the permit.
X4710	Encroachment Permits Processing	Transportation-Overtime-Encroachment Permits Processing-Technical could include any of the following: Answering any questions regarding the permit process, intake at the public counter, conducting any right away research, writing the permit, figuring permit fees and phone calls.
X4705	Encroachment Permits Clerical	Transportation-Overtime-Encroachment Permits-Clerical could include any of the following: typing, separating, filing, mailing, scanning, taking phone calls and running reports.
X4636	Cond Of Approval-Engineering	Transportation-Overtime-Review reports, studies and designs and write Transportation conditions of approval.
X4635	Conditions Of Approval	Transportation-Overtime-Review tentative exhibit and write Transportation conditions of approval.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
X4545	Trial/Trial Prep.	Transportation-Overtime-Trial/Trial Preparation - Prepare for and attend depositions, proceedings, hearings or trials. Preparation of responses to Requests for Documents and Interrogatories'. Meetings with County Counsel and Opposing Counsel on Development related cases.
X4544	Trial/Trial Prep. - Plan Check	Transportation-Overtime-Trial/Trial Preparation - Prepare written documents or responses pertaining to Trials.
X4543	Trial/Trial Prep. - Plan Check	Transportation-Overtime-Trial/Trial Preparation -Research of Plan Check files and plans for information.
X4540	Land Dev Documentation	Transportation-Overtime-Preparing minutes, agendas, and letters for development cases.
X4535	Land Dev Field Review	Transportation-Overtime-Land Development Field Review clarifying or confirming existing topography shown on tentative exhibit.
X4530	Land Dev Clerical	Transportation-Overtime-Clerical activities including: phone or counter customer assists; pulling, organizing and maintaining files; meeting coordination; typing memos and letters; condition clearing; scheduling of inspections; and testing.
X4526	Bond Releases	Transportation-Overtime-Preparation of letters and releases related to the release and reduction of bond amounts without agreement modifications.
X4525	Bonds/Agreements-Extension	Transportation-Overtime-Bonds/Agreements-Preparation and processing of extension of time agreements.
X4520	Bonds/Agreements-New	Transportation-Overtime-Bonds/Agreements-New Agreement and bond packages prepared and processed.
X4015	Dig Alert	Transportation-Overtime-Dig Alert request, locating of loops conduits and other signal appurtenances.
X4011	Traffic Contl-Inspection	Transportation-Overtime-Supervisory signal inspection or pavement marking inspection for development signal projects.
X4010	Traffic Contl-Inspection	Transportation-Overtime-Signal inspection or pavement marking inspection for development signal projects.
X4006	Traffic Control Device Rev	Transportation-Overtime-Supervisory temporary traffic control device inspection, signage, detours, etc.
X4005	Traffic Control Device Rev	Transportation-Overtime-Temporary traffic control device inspection, signage, detours, etc.
X3995	Insp Encroachment Permit Pr	Transportation-Overtime-Signal inspection or pavement marking inspection for encroachment permit signal projects.
X3935	Pavement Mrkg-Sandblasting	Transportation-Overtime-Pavement marking removal, sandblasting, grinding, etc.
X3930	Striping	Transportation-Overtime-Layout(cat-tracking) and painting traffic striping, lane lines, etc.
X3925	Markings	Transportation-Overtime-Painting and/or Stenciling of pavement markings; stop bars and legends, signal ahead, etc.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
X3900	Sign - Remove	Transportation-Overtime-Sign-Removal and salvaging of existing signs and sign materials to a County facility.
X3885	Sign Fabrication	Transportation-Overtime-Sign Fabrication of new special signs, street name, directional, etc.
X3875	Sign - Install	Transportation-Overtime-Sign-Installation and placement of new signs.
X3360	Report Preparation	Transportation-Overtime-Report Preparation, letters, street sections, design recommendations, etc.
X3355	Cylinder Testing	Transportation-Overtime-Cylinder Testing PSI, beam, capping, logging, collecting, casting of concrete Cylinder Testing
X3350	Concrete Mix Design Review	Transportation-Overtime-Concrete Mix Design Review for Permits, Highway Operations, Developers, Contract Projects
X3345	Concrete Plant Inspection	Transportation-Overtime-Concrete Plant Inspection field review
X3340	Concrete	Transportation-Overtime-Concrete testing of samples aggregate, cement, additives, cleanness, specifications, gravity,etc
X3335	Extraction	Transportation-Overtime-Extraction of oil from AC samples for proper mix
X3330	Asphalt Mix Design Review	Transportation-Overtime-Asphalt Mix Design Review for Permits, Highway Operations, Developers, Contract Projects
X3325	Asphalt Plant Inspection	Transportation-Overtime-Asphalt Plant Inspection field review
X3320	Asphalt	Transportation-Overtime-Asphalt testing of samples both aggregate, oil, stabilities
X3315	R Values	Transportation-Overtime-R Values on aggregate Base and native soil for street sections
X3310	Density	Transportation-Overtime-Lab work on soil and base samples Max Density, sample prep, gradation, etc.
X3305	Compaction	Transportation-Overtime-Field Compaction testing soil and base, sample collection and general field work
X3290	Material Testing-Mgmt Oversight	Transportation-Overtime-Mat Testing-Mgmt Oversight for Supervisors review of work and schedule
X3090	Construction Documentation	Transportation-Overtime-Construction office documentation - diaries, letters, lot release forms, etc.
X3070	Plan Modifications	Transportation-Overtime-Plan Modifications required for field conditions or design changes
X3060	NPDES Construction Inspection	Transportation-Overtime-Inspections related to installation, maintenance and complaints of NPDES measures.
X3055	Inspection	Transportation-Overtime-Field inspection, lot release inspections, punch list inspections, etc.
X3050	Construction Mgmt Oversight	Transportation-Overtime-Construction management, oversight and supervision - meetings, phone calls, etc.

TLMA Transportation DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
X1395	Contract Documents	Transportation-Overtime-Review and processing of contract documents including bonds and agreements, TUMF, RBBD and CFD reimbursements
X1365	Final Plan Checking	Transportation-Overtime-Plan Checking of final engineered plans, including street, storm drain, water, sewer, street light and landscaping. Also checking reports, estimates and easements. Includes plan revisions and redlines during the construction phase. Also includes the reviewing and ensuring of plan revisions based on the as-built conditions on project close out.
X1235	Prelim Plan Checking	Transportation-Overtime-Plan Checking of street or drainage concept plans prior to final plan submittal

County Counsel DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
CCREV	County Counsel DBF Review	County Counsel review of the project

Environmental Health DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
EHS3	Env Health Special III	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations.
EHS3D	Env Health Special III-D	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations.
EHS4	Env Health Specialist IV	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Attend Land Development Committee meetings, Director's Hearings, Planning Commission Meetings, and Board of Supervisor Hearings. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations. Conduct administrative hearings.

Environmental Health DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
EHS4D	Env Health Special IV-D	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Attend Land Development Committee Meetings, Director's Hearings, Planning Commission Meetings, and Board of Supervisor Hearings. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations. Conduct administrative hearings.
EHSU	Supv Env Health Specialist	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Attend Land Development Committee meetings, Director's Hearings, Planning Commission Meetings, and Board of Supervisor Hearings. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations. Conduct administrative hearings.
EHT1	Env Health Technician I	Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations.

Environmental Health DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
EHT2	Env Health Technician II	Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations.
SEHSUD	Supv Env Health Special-D	Review of plot plans, parcel and tract maps, soils percolation report(s), miscellaneous engineering reports, "will-serve" letters, and water well reports. Attend Land Development Committee Meetings, Director's Hearings, Planning Commission Meetings, and Board of Supervisor Hearings. Correspond with other agencies, department(s), applicant(s), applicant's representatives and consultants. Conduct site evaluations, surveys, and inspections. Conduct file research and archive documents. Write letters, reports and citations. Conduct administrative hearings.

Fire Protection-Forest DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
FPS02	Review of Planning Cases - FSS	Depending on the type of project case, your project has been charged for the activity below.
		AB (ROAD VACATION) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		BAR (RESIDENTIAL ADDITIONS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BAS (ACCESSORY STRUCTURE) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BCT (CHANGE OF TENANCY) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BEL (ELECTRICAL) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BGR (GRADING) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BMN (MANUFACTURED COMMERCIAL BUILDINGS-COMMERCIAL) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BNR (COMMERCIAL BUILDINGS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.

Fire Protection-Forest DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
FPS02	Review of Planning Cases - FSS	BPL (PLUMBING) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BPT (PATIO) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BRS (NEW RESIDENTIAL) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BTI (BUILDING TENANT IMPROVEMENT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		BXX (MISCELLANEOUS PERMITS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code and check plan case conditions.
		COC (CONDITIONAL CERTIFICATE OF COMPLIANCE) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		CUP (CONDITIONAL USE PERMIT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		CZ (CHANGE OF ZONE) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		EIR (ENVIRONMENTAL IMPACT REPORT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		FPM (FINAL PARCEL MAP FOR SURVEYOR'S OFFICE) Review conditions prior to recordation & review ECS Map (Environmental Constraint Sheet Map)

Fire Protection-Forest DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
FPS02	Review of Planning Cases - FSS	FSM (FINAL TRACT MAP REVIEW FOR SURVEYOR'S OFFICE) Review conditions prior to recordation & review ECS Map (Environmental Constraint Sheet Map)
		GPA (GENERAL PLAN AMENDMENT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		LLA (LOT LINE ADJUSTMENT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		M (MINOR CHANGE) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code & these changes are associated and a project.
		PAR (PRE-APPLICATION REVIEW) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code. (Limited to a 1/2 hr. review)
		PM (PARCEL MAP) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		POLANCO (FARM LABOR CAMPS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		PP (PLOT PLANS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		PUP (PUBLIC USE PERMIT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		R (REVISED PERMIT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code & these changes are associated and a project.

Fire Protection-Forest DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
FPS02	Review of Planning Cases - FSS	SC (SUBSTANTIAL CONFORMANTS) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code & these changes are associated and a project.
		SP (SPECIFIC PLAN) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		TR (TENTATIVE TRACT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		TUP (TEMPORARY USE PERMIT) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		VAR (VARIANCE) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.
		WECS (WIND, ENERGY CONSERVATION SYSTEM) Review for Fire Access and compliance to Ord. 787, CA Building & Fire Codes, Ord. 460 & 346 requirements, Public Resources Code & Government Code.

Flood Control (Subdivision Operations) DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
FC101	Assistant Civil Engineer-R	Assistant Civil Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, and LMS Clearing.
FC102	Assistant Engineer - R	Assistant Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, and LMS Clearing.
FC103	Associate Civil Engineer - R	Associate Civil Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, and LMS Clearing.
FC104	Engineering Aide - R	Engineering Aide - Plotting Land Use Maps, Research, LMS Bookkeeping, Meetings & Phone Calls, LMS Clearing, Data Entry, and Filing.
FC105	Engineering Technician II - R	Engineering Technician II - Plotting Land Use Maps, Research, LMS Bookkeeping, Meetings & Phone Calls, LMS Clearing, Data Entry, and Filing.
FC106	Office Assistant III - R	Office Assistant III - Meetings & Phone Calls, Data Entry, Filing.
FC107	Principal Engineer - R	Principal Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, and LMS Clearing.
FC108	Senior Civil Engineer - R	Senior Civil Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, LMS Clearing, Agreement Preparation.
FC109	Assoc Engineer - R	Associate Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, LMS Clearing.
FC110	Engr Photographic Tech - R	Engineering Photographic Technician - Research/ Preparation of Exhibits.
FC111	Engr Tech I - R	Engineering Technician I - Plotting Land Use Maps, Research, LMS Bookkeeping, Meetings & Phone Calls, LMS Clearing, Data Entry, and Filing.
FC112	Jr Engineer - R	Junior Engineer - Engineering Review, Research, Preparing Conditions, LMS Bookkeeping, Field reconnaissance, Meeting & Phone Calls, and LMS Clearing.
FC113	Office Assistant II - R	Office Assistant II - Meetings & Phone Calls, Data Entry, and Filing.
FC114	Principal Survey Tech - R	Principal Survey Technician - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.

Flood Control (Subdivision Operations) DBF Activity IDs and

Activity ID	Invoice Description	Labor Detail Description
FC115	Principal Survey Tech LSS - R	Principal Survey Technician LSS - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.
FC116	Secretary I - R	Secretary I - Meetings & Phone Calls, Data Entry, and Filing.
FC117	Senior Engineering Tech - R	Senior Engineering Technician - Research, Field Reconnaissance, Meetings and Phone Calls.
FC118	Sr Engineering Tech LLS - R	Senior Engineering Technician LLS - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.
FC119	Sr Land Surveyor	Senior Land Surveyor - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.
FC120	Sr Real Prop Agent - R	Senior Real Property Agent - Research, Meetings & Phone Calls, Legal Description Review, Right of Way Admin.
FC121	Staff Analyst II - R	Staff Analyst II - Agreement Preparation.
FC122	Superv Land Surveyor - R	Supervising Land Surveyor - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.
FC123	Superv Real Prop Agent - R	Supervising Real Property Agent - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.
FC124	Survey Instrument Tech - R	Survey Instrument Technician - Research, Meetings & Phone Calls, Legal Description Review, Right of Way Admin.
FC131	Real Property Agent I - R	Real Property Agent I - Research, Meetings & Phone Calls, Legal Description Review, and Right of Way Admin.

Regional Parks and Open-Space District (Planning) DBF Activity IDs and Invoice Descriptions

Activity ID	Invoice Description	Labor Detail Description
PK121	Document Review-Planner	Park Planner: Case log in, file and data research for this case and surrounding cases previously reviewed and or conditioned.
		Park Planner: Park Staff time recording or up-dating project in data base application of conditions and case log out.
		Park Planner: Case field inspection as necessary. Time on site only.
		Park Planner: Case inspection travel time and or travel to project meeting other than the CAC in Riverside or Palm Desert.
		Park Planner: Meetings with applicant, Phone calls with applicant.
PK261	Cultural Res Review-Hist Ofcr	Historic Preservation Officer: Case review at the request of the Sr. Park Planner. Drafting of conditions and forwarding them into staff. Historic Preservation Officer: Case field inspection as necessary to inspect historical features. On site time only.
		Historic Preservation Officer: Meetings with applicant, Phone calls with applicant.
PK261	Cultural Res Review-Hist Ofcr	Historic Preservation Officer: Meetings with County staff, LDC attendance, Planning Commission or Director's Hearing attendance to discuss historical issues related to the case.
		Natural Resources Manager: Case field inspection as necessary to inspect natural or biological issues. On site time only.
		Natural Resources Manager: Case inspection travel time and or travel to project meeting other than the CAC in Riverside or Palm Desert.
		Natural Resources Manager: Meetings with applicant, Phone calls with applicant.
		Natural Resources Manager: Meetings with County staff, LDC attendance, Planning Commission or Director's Hearing attendance to discuss natural resources issues related to the case.

COMMON ACRONYMS AND ABBREVIATIONS

ACRONYMS	DEFINITIONS	REFERENCE DEPARTMENT
AC	Asphalt Concrete	Transportation
ACOE or USACE	U.S. Army Corps of Engineers	Environmental Programs
ADAPS	Automatic Data Acquisition System	Planning
ADP	Area Drainage Plan	Flood
AFM	Assistant Fire Marshal	Fire
AG	Agriculture	Planning
AGG	Aggregate	Transportation
AGST	Anza Groundwater Study Team	Planning
AIRFA	American Indian Religious Freedom Act of 1978	Planning
ALUC	Airport Land Use Commission	Planning
ANDAOS	Areas Not Designated As Open Space	Planning
A-P	Alquist-Priolo (as in Earthquake Fault Hazard Act)	Planning
APN	Assessor's Parcel Number	Planning
AR	Accumulated Rubbish	Code Enforcement
ARPA	Archaeological Resources Protection Act	Planning
ATU	Advanced Treatment Unit	Environmental Health
AVA	Abandoned Vehicle Abatement	Code Enforcement
AVMAC	Anza Valley Municipal Advisory Council	Planning
AVUA	Anza Valley Unit Area	Planning
BAR	Residential Addition Permit	Building & Safety
BAS	Accessory Structure Permit	Building & Safety
BAT	Best Available Technology	Flood
BCM	Basin Characteristic Model	Planning
BCT	Change of Tenancy Permit	Building & Safety
BDE	Demolition Permit	Building & Safety
BEL	Electrical Permit	Building & Safety
BFE	Fee Only	Building & Safety
BGR	Building Grading Permit	Building & Safety
BHR	Hourly Permit	Building & Safety
BIA	Bureau of Indian Affairs	Planning
BIA	Building Industry Association	Building & Safety
BLM	Bureau of Land management	Planning
BME	Mechanical Permit	Building & Safety
BMK	Mobile Home Park Permit	Building & Safety
BMN	Manufactured Building Commercial Permit	Building & Safety
BMP	Best Management Practices	Flood
BMR	Manufactured Building Residential Permit	Building & Safety
BNR	Commercial Building Permit	Building & Safety
BOS	Board of Supervisors	
BP	Business Park	Planning
BPL	Plumbing Permit	Building & Safety
BPT	Patio Permit	Building & Safety
BRE	Relocation Permit	Building & Safety
BRR	Re-roof Permit	Building & Safety
BRS	New Residential Building Permit	Building & Safety

COMMON ACRONYMS AND ABBREVIATIONS

BSD	Standard Plan	Building & Safety
BSN	Sign Permit	Building & Safety
BSP	Pool Permit	Building & Safety
BTI	Tenant Improvement Permit	Building & Safety
BTW	Tower Permit	Building & Safety
BWL	Wall Permit	Building & Safety
BXX	Miscellaneous Permits	Building & Safety
CAPTAC	Comprehensive Agricultural Preserve Technical Advisory Committee	Planning
CBC	California Building Code	Building & Safety
CC	Community Center	Planning
CC&RS	Covenants, Conditions and Restrictions	Planning
CCAC	County/City Arroyo-Watershed Committee	Planning
CCO	Community Center Overlay	Planning
CCOC	Conditional Certificate of Land Division Compliance	Planning
CCR	California Code of Regulation or Consumer Confidence Report	Environmental Health
CD	Community Development	Planning
CDFG	California Department of Fish & Game	Environmental Programs
CDO	Community Development Overlay	Planning
CEG	Certified Engineering Geologist	Planning
CELSOC	Consulting Engineers and Land Surveyors of California	Planning
CEQA	California Environmental Quality Act	Environmental Programs
CESA	California Endangered Species Act	Environmental Programs
CETAP	Community Environmental Transportation Acceptability Process	Transportation
CFC	California Fire Code	Fire
CFD	Community Facilities District	Transportation
CG	Curb & Gutter	Transportation
CGS	California Geological Survey	Planning
CH	Conservation Habitat	Planning
CHA	Community Health Agency	Environmental Health
CIP	Capital Improvement Project	Transportation
CIP	Community Impact Plan	Code Enforcement
CIPP	Cast In Place Pipe	Flood
CLOMR	Conditional Letter of Map Revision	Flood
CMP	Congestion Management Plan	Transportation
CNEL	Community Noise Equivalent Level	Planning
COA	Conditions of Approval	Planning
CO	Commercial Office	Planning
COC	Certificate of Land Division Compliance	Planning
CPAAC	County Personnel Administrators Association of California	Planning
CPM	Certificate of Parcel Merger	Planning
CPR	Comprehensive Project Review (see LDC&TRC)	Planning
CR	Commercial Retail	Planning
CRWG	Cultural Resources Working Group	Planning
CSAMT	Controlled-Source Audio-Magneo-Tellurics	Planning

COMMON ACRONYMS AND ABBREVIATIONS

CT	Commercial Tourist	Planning
CTP	Comprehensive Transportation Plan	Transportation
CUP	Conditional Use Permit	Planning
CV	Code Violation	Code Enforcement
CVAG	Coachella Valley Association of Governments	Planning
CVHC	Coachella Valley Housing Coalition	Planning
CVMSHCP	Coachella Valley Multiple Species Habitat Conservation Program	Planning
CVRATF	Coachella Valley Region Agricultural Task Force	Planning
CVWD	Coachella Valley Water District	Planning
CWA	Clean Water Act	Flood
CWP	Construction Without Permit	Code Enforcement
CWSC	California Water Science Center	Planning
CZ	Change of Zone	Planning
DB	Decibels	Planning
DBESP	Determination of Biological Equivalent or Superior Preservation	Environmental Programs
DBF	Deposit Base Fee	All Departments
DEH	Department of Environmental Health	Environmental Health
DFM	Deputy Fire Marshal	Fire
DH	Directors Hearing	Planning
DIF	Development Impact Fee	Agency, Land Use
DOI	Department of the Interior	Planning
DRT	Development Review Team	Planning
DU	Dwelling Unit	Planning
DWA	Desert Water Agency	Environmental Health
EA	Environmental Assessment (See IS)	Planning
EDR	Estate Density Residential	Planning
EEG	Environmental Evaluations Group	Planning
EIR	Environmental Impact Report	Environmental Programs
EIS	Environmental Impact Statement	Environmental Programs
EMWD	Eastern Municipal Water District	Environmental Health
EOR	Engineer of Record	Environmental Health
EOS	Excessive Outside Storage	Code Enforcement
EOT	Extension of Time	Planning
EPD	Environmental Programs Department	Environmental Programs
ERM	Environmental Resources Management	Environmental Health
ERP	Expedited Review Process	Environmental Programs
ESH	Environmental, Safety and Health	Planning
ETUMF	Eastern Transportation Uniform Mitigation Fee	Transportation
EVMWD	Elsinore Valley Municipal Water District	Environmental Health
FA	Fire Alarm	Fire
FAR	Floor Area Ratio	Planning
FD	Fire Department	Fire
FDC	Fire Department Connection	Fire
FF	Fire Fighter	Fire
FM	Fire Marshal	Fire
FOF	Findings of Facts	Code Enforcement

COMMON ACRONYMS AND ABBREVIATIONS

FPE	Fire Prevention Engineer	Fire
FPM	Final Parcel Map	Planning
FSD	Final Site of Development	Planning
FSI	Fire Systems Inspector	Fire
FSM	Final Site Map	Planning
FSS	Fire Safety Specialist	Fire
FU	Fixture Unit	Environmental Health
GC	Government Code	Fire
GFI	Ground Fault Interrupter	Planning
GIS	Geographic Information System	Planning
GOES	Geostationary Observational Environmental System	Planning
GPA	General Plan Amendment	Planning
GPM	Gallons Per Minute	Fire
GPR	Ground-Penetrating Radar	Planning
HANS	Habitat Acquisition Negotiation Strategy	Environmental Programs
HCP	Habitat Conservation Plan	Environmental Programs
HDR	High Density Residential	Planning
HHDR	Highest Density Residential	Planning
HI	Heavy Industrial	Planning
HM	Hazardous Materials	Fire
HOA	Home Owners Associations	Planning
HRU	Hydrologic-Response Unit	Planning
IP	Improvement Plan	Transportation
IPM	Integrated Pest Management	Planning
IS	Initial Study	Planning
ISU	Improvement Security Unit	Building & Safety
ITE	Institute of Transportation Engineers	Transportation
IWP	Integrated Watershed Management Plan	Planning
JFA	Joint Funding Agreement	Planning
JLAC	Joint Legislative Audit Committee	Planning
JPR	Joint Project Review	Environmental Programs
JYC	Junk Your Clunker	Code Enforcement
L&LMD	Landscaping and Lighting Maintenance District	Transportation
LAFCO	Local Agency Formation Commission	Planning
LDC	Land Development Committee	Planning
LDR	Low Density Residential	Planning
LI	Light Industrial	Planning
LID	Low Impact Development	Planning
LL	Leach Line	Environmental Health
LLA	Lot Line Adjustment	Planning
LLAD	Lighting & Landscaping Assessment Districts	Planning
LMS	Land Management System	Planning
LOP	Local Oversight Program	Environmental Health
LOS	Level of Services	Transportation
LPA	Local Primacy Agency	Environmental Health
LSA	Least Sensitive Area	Environmental Programs
MBTA	Migrating Bird Treaty Act	Environmental Programs
MCL	Maximum Contaminant Level	Environmental Health

COMMON ACRONYMS AND ABBREVIATION

MCP	Mid-County Parkway	Transportation
MDP	Master Drainage Plans	Planning
MDR	Medium Density Residential	Planning
MHC	Model Home Complex	Planning
MR	Mineral Resources	Planning
MSHCP	Multiple Species Habitat Conservation Plan	Environmental Programs
MSWD	Mission Springs Water District	Environmental Health
MUPA	Mixed Use Planning Area	Planning
MWD	Metropolitan Water District	Environmental Health
NAGPRA	Native American Graves Protection and Repatriation Act	Planning
NCCP	Natural Communities Conservation Plan	Environmental Programs
NDA	No Disturbance Area	Environmental Programs
NEPA	National Environmental Protection Act	Environmental Programs
NET	Neighborhood Enforcement Team	Code Enforcement
NFPA	National Fire Protection Association	Fire
NHPA	National Historic Preservation Act	Planning
NOC	Notice of Completion	Planning
NOD	Notice of Determination	Planning
NOE	Notice of Exemption	Planning
NOI	Notice of Intent	Building & Safety
NOHVCC	National off-Highway Vehicle Conservation Council	Planning
NON-COMP	Notice of Non Compliance	Code Enforcement
NOP	Notice of Preparation	Planning
NOV	Notice of Violation	Code Enforcement
NPDES	National Pollution Discharge Elimination System	Code Enforcement
NWQL	National Water Quality laboratory	Planning
OES	Office of Emergency Services	Fire
OHV	Off-Highway Vehicle Commission	Planning
OOS	Out of Service	Fire
ORAD	Operations & Regulatory Affairs Division	Planning
ORV	Occupied Recreational Vehicle	Code Enforcement
OS	Open Space	Planning
OSHA	Occupational Safety & Health Administration	Fire
OSY	Outside Screw & Yoke	Fire
OWTS	Onsite Wastewater Treatment System	Environmental Health
PAR	Pre-Application Review	Planning
PC	Planning Commission	Planning
PDB	Planning Department Biological Report	Environmental Programs
PE	Professional Engineer	Planning
PF	Public Facilities	Planning
P-I	Immediate Response Compliant	Code Enforcement
PIV	Post Indicator Valve	Fire
PL	Property Line	Environmental Health
PM10	(Blowing Sand)- Particulate Matter 10 Microns	Code Enforcement
POA	Property Owners' Association	Planning
POD	Point of Direction	Planning
POR	Professional of Record	Environmental Health
PP	Plot Plan	Planning

COMMON ACRONYMS AND ABBREVIATIONS

PRC	Public Resource Code	Fire
PRMS	Precipitation-Runoff Modeling System	Planning
PS	Public Water System	Environmental Health
PSI	Pounds Per Square Inch	Transportation
PUP	Public Use Permit	Planning
PTO	Permit to Operate	Environmental Health
R/S	Record of Survey	Planning
RAGLM	Residents Association of Greater Lk Mathews	Planning
RBBB	Road and Bridge Benefit District	Transportation
RC	Rural Community	Planning
RCDPD	Riverside County Planning Department Director	Planning
RCE	Registered Civil Engineer	Environmental Health
RCFCWCD	Riverside County Flood Control and Water conservation District	Planning
RCHCA	Riverside County Habitat Conservation Agency	Environmental Programs
RCIP	Riverside County Integrated Project	Transportation
RCIP	Riverside County Integrated Project	Environmental Programs
RCPAOSD	Riverside County Parks and Open Space District	Parks
RCPD	Riverside County Planning Department	Planning
RCWD	Rancho California Water District	Environmental Health
REA	Registered Environmental Assessor	Planning
REG	Registered Engineering Geologist	Environmental Health
REHS	Registered Environmental Health Specialist	Environmental Health
REMAP	Riverside Extended Mountain Area Plan	Planning
RFP	Request for Proposal	Planning
ROP	Renewable Operating Permit	Environmental Health
ROVE	Riverside Off-Highway Vehicle Enforcement	Planning
ROW	Right of Way	Transportation
RTA	Riverside Transit Agency	Transportation
RTP	Regional Transportation Plan	Transportation
RVO	Rural Village Overlay	Planning
RVOSA	Rural Village Overlay Study Area	Planning
RWQCB	Regional Water Quality Control Board	Environmental Health
SARWQCB	Santa Ana Regional Water Quality Control Board	Planning
SAWA	Santa Ana Watershed Association	Planning
SAWPA	Santa Ana River Watershed Project Authority	Planning
SBA	Setback Adjustment	Planning
SCADA	Supervisory Control and Data Acquisition	Planning
SCAG	Southern California Association of Governments	Transportation
SCAQMD	Southern Coast Air Quality Management District	Planning
SCCWRP	Southern California Coastal Watershed Research Project	Planning
SET	Special Enforcement Team	Code Enforcement
SFM	Office of the State Fire Marshal	Fire
SHPO	State Historic Preservation Officer	Planning
SIC	Standard Industry Classification	Building & Safety
SKR	Stephens Kangaroo Rat	Planning
SLO	San Luis Obispo	Planning

COMMON ACRONYMS AND ABBREVIATIONS

SMB	Santa Margarita Basin	Planning
SMC	Southern California Monitoring Coalition	Planning
SOE	Statement of Expense	Code Enforcement
SOG	Standard Operational Guideline	Fire
SOP	Standard Operational Procedure	Fire
SP	Seepage Pit	Environmental Health
SSA	Sectional Slope Analysis	Planning
ST	Traffic Study Review Number	Transportation
SUP	Second Unit Permit	Planning
SVIP	South Valley Implementation Program	Planning
SW	Side Walk	Planning
SWRC	State Water Resources Control	Planning
T19	Title 19, California Code of Regulations	Fire
TFYL	Typical Front Yard Landscaping	Planning
TIP	Transportation Improvement Program	Transportation
TLMA	Transportation and Land Management Agency	TLMA
TMF	Technical, Managerial, and Financial Application	Environmental Health
TMP	Traffic Management Plan	Transportation
TOE	Temporary Outdoor Event	Planning
TR	Tentative Tract Map	Planning
TTRAC	Tribal Traditional Resources Advisory Committee	Planning
TUMF	Transportation Uniform Mitigation Fee	Transportation
UBC	Uniform Building Code	Building & Safety
UPC	Uniform Plumbing Code	Building & Safety
UPH	Unit Phasing Map	Planning
USFWS	U.S. Fish & Wildlife Services	Environmental Programs
UWIG	Urban Wildlife Interface Guidelines	Environmental Programs
VA	Vehicle Abatement	Code Enforcement
VLDR	Very Low Density Residential	Planning
VSR	Vista Santa Rosa	Planning
VSRTF	Vista Santa Rosa Task Force	Planning
WMWD	Western Municipal Water District	Environmental Health
WQCB	Water Quality Control Board	Planning
WRCRCA (RCA)	Western Riverside County Regional Conservation Agency	Environmental Programs
WTUMF	Western Transportation Uniform Mitigation Fee	Transportation
WUI	Wildland Urban Interface	Fire



COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Juan C. Perez
Agency Director

*Administrative Services
Department*

*Planning
Department*

*Transportation
Department*

*Building & Safety
Department*

*Code Enforcement
Department*

FREQUENTLY ASKED QUESTIONS DEPOSIT-BASED FEES (DBF)

BACKGROUND: The Riverside County Board of Supervisors has adopted ordinances to collect fees for the staff-related costs of reviewing applications for land development projects, road improvements, grading, and building permits. Certain applications are “Deposit-Based”, meaning that the initial deposit may be supplemented by additional fees, based upon actual labor costs. Deposit Based Fees (DBF) were adopted in response to the building industry’s concern that some applications required more labor than others and that a DBF rate would reflect the project’s actual labor costs, compared to a potentially higher standard (flat) fee.

HOW DBF WORKS: An applicant is required to deposit fees to initiate staff review of an application. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors as part of the County Budget. Deposits are monitored and when significantly depleted, the applicant is contacted for additional deposits (supplemental fees), to cover the estimated full cost of the project to completion. At the end of the project, any deposits that exceed actual costs by \$5.00 or more are refunded to the applicant of record. The refund is accompanied by a billing statement that describes County labor hours expended on the application.

DBF APPEALS: An applicant may appeal DBF costs by contacting the Transportation and Land Management Agency (TLMA) Director. The TLMA Director will, in writing, notify the appealing person of his/her decision. Subsequent appeals are available, should the applicant disagree with the TLMA Director’s decision.

ESTIMATED PROJECT COSTS: Many application fee ordinances have not been updated since the early 1990’s. Therefore, it is typical that initial deposits may be insufficient to cover the full cost of processing your project. Please reference department fee schedules or contact the department you plan to submit to, as they will be able to give you an estimate of final or total cost to process your application.

It is the goal of the County staff to reduce costs wherever possible through streamlining efforts currently underway and through improved communication with the applicant so that applications can be processed efficiently and expeditiously.

COUNTY OMBUDSMAN: If you have questions about this process, please contact the County Ombudsman at 951.955.3918, email jcaballe@rctlma.org and he will be happy to assist you.