

**CITY OF  
SAN MARCOS  
ENGINEERING DIVISION**

**AN APPLICANT'S GUIDE  
TO PROCEDURES FOR:**

**IN LIEU FEE PROCEDURE  
AND APPLICATION**

*1 Civic Center Dr., San Marcos, CA 92069-2918 (760) 744-1050 FAX (760) 591-4135*

**1. SUBMIT THE FOLLOWING:**

- a. A check for payment of the fee "in lieu" of improvements to the City's Project Engineer at the Development Services Department front counter.
- b. A completed **IN LIEU FEE DESCRIPTION** application (see attached Exhibit A) and **an IN LIEU FEE IDENTIFICATION MAP** (see attached Exhibit B, Page 1 of 2 for details and Page 2 of 2 for an example) with the check.
- c. An engineer's estimate of the In Lieu Fee which gives a complete breakdown of how the fees were derived (reference the City's Unit Prices for Bond Purposes (Revised 1997) handout)\*.

2. The identification map should provide enough detail to completely identify and locate each In Lieu Fee item.

\* If the unit price for a particular item on the engineer's estimate of the purposed "in lieu" fee is not shown on the City's Unit Prices for Bond Purposes, please explain or reference in the estimate how the unit price was determined.

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**CITY OF SAN MARCOS  
IN LIEU FEE DESCRIPTION**

**Exhibit "A"**

In Lieu Fee # (City will assign):

Street:

Nearest Cross Streets:

In Lieu Fee Amount:

In Lieu Fee Purpose:

City Project #:

Project Name:

Engineer of Project:

Engineer's Phone:

Reference Drawing #'s:

APN:

Full Description:

Developer  /Owner  :

Address:

Phone:

**CITY USE ONLY**

Date Filed:

Date Used:

Project Engineer:

I.L.F. Account #:

Method of Payment:

Comments:

See Attached Map, Receipt & Copy of Check

**CITY OF SAN MARCOS**

Exhibit "B"

CITY PROJECT #: \_\_\_\_\_  
(i.e. TSM, CUP, SDP, or SFR, etc.)

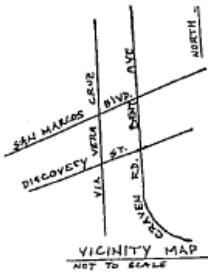
PERMIT #: \_\_\_\_\_

**THE FOLLOWING ITEMS ARE REQUIRED ON AN IN LIEU FEE IDENTIFICATION MAP:**

1. A Vicinity Map or show street with minimum of two cross streets.
2. A 100 scale drawing of the proposed improvements associated with the in lieu fee. Use 11" x 17" sheet if necessary.
3. The scale of the drawing should provide enough detail to specifically locate and identify the improvements associated with the in lieu fee.
4. Any detail drawings necessary in identifying the specific work to be done.
5. A legend and a description of work to be done.
6. Show related topography
7. Show improvement and boundary dimensions
8. Show street centerline and right-of-way.
9. List reference improvement or grading plan numbers.

9. Example:

Exhibit "B"  
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