ORDINANCE NO. _{{item.sequential_number}}
ORDINANCE OF THE MARIN COUNTY BOARD OF SUPERVISORS

The Board of Supervisors of the County of Marin ordains as follows:

SECTION I. FINDINGS

The Board of Supervisors makes the following findings:

1. Revenue and Taxation Code section 409 and Sections 54985, 26831, 27297.7, 27366, 27387 of the California Government Code, as well as other statutes indicated in the attached Exhibits A-B-C, gives the Board of Supervisors authority to set fees where appropriate based upon the actual cost of providing these products and services.

2. The cost to the County for providing services through accepting records for recording at the Recorder's Office, providing records through the County Clerk, and producing tax assessment information connected to the Assessor's Office duties should be offset by collection of reasonable fees to cover the cost, and that the costs set forth herein meet the criteria.

3. Assessor cost of service fees were last increased in Fiscal Year 2003-04. Recorder cost of service fees were last increased in Fiscal Year 2003-04. County Clerk cost of service fees were last increased in Fiscal Year 2013-14.

4. The Board of Supervisors finds the User Fees Study Final Report for the Assessor, Recorder, and County Clerk Departments, dated October 14, 2026, created by NBS, supports the proposed fees.

5. The Board of Supervisors determines that the Assessor-Recorder-County Clerk fees outlined in Exhibit A, B, and C are reasonable and necessary.

SECTION II. ACTION

The Board of Supervisors of the County of Marin hereby adopts the fee schedules provided in Exhibit A, B, and C to this ordinance, titled Assessor-Recorder-County Clerk Department Fees FY 2026-27. For subsequent fiscal years, the Assessor-Recorder-County Clerk shall update the fee schedules in accordance with the terms of this ordinance and provide the updated fee schedules for subsequent fiscal years on the department website.

Effective January 1, 2028, and each January 1st thereafter, all Assessor-Recorder-County Clerk cost of service fees shall be adjusted annually by the percentage change in the CPI-U (Consumer Price Index for All Urban Consumers) for the San Francisco–Oakland–Hayward area, as published by the State Department of Industrial Relations, calculated on the change between the previous two June index values. Each annual adjustment shall be applied to the unrounded fee from the prior year. The resulting unrounded fee shall be retained as the base for calculating subsequent annual adjustments but shall not be the fee charged. The fee charged each year shall be rounded down to the nearest dollar, except that any fee with an unrounded value less than

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one dollar shall be rounded down to the nearest fifty cents until its unrounded fee exceeds one dollar, at which point it shall be rounded down to the nearest dollar.

Any statutory or regulatory fee contained in Exhibits A, B, and C that is revised by applicable local, state, or federal law, regulation, or ordinance shall be applied upon the effective date of such revision.

This Ordinance includes all fees that will be charged by the Assessor-Recorder-County Clerk Department of the County of Marin.

This Ordinance shall supersede all prior adopted fee schedules for the Assessor-Recorder-County Clerk Department. Sections 3.35, 3.38, 3.31.020, 3.31.030, 2.88, 2.89, and 6.88.035 of the Marin County Code are hereby deleted. Marin County Code Section 3.31.010 is replaced in its entirety to read as follows:

3.31.010 – Recorder archive program fee.
Pursuant to Government Code section 27361.4, the County Recorder shall charge, in addition to all other authorized fees, a fee of one dollar ($1.00) for filing every instrument, paper, or notice for record. The proceeds of the fee shall be used to defray the cost of implementing and funding a County Recorder archive program as determined by the County Recorder and converting the County Recorder's document storage system for permanent retention.

SECTION III: EFFECTIVE DATE

This Ordinance shall be and is hereby declared to be in full force and effect as of thirty (30) days from and after the date of its passage.

SECTION VI: VOTE

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 8th day of December 2026 by the following vote:

AYES: SUPERVISORS

NOES:

ABSENT:

_____
PRESIDENT, BOARD OF SUPERVISORS

ATTEST:

_____
DEPUTY CLERK

EXHIBIT A

Assessor

SERVICE FEE SCHEDULE

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
1	Annual Assessor Map Page Update (image files) delivered electronically	$95	*per request*	GOV 54985
2	Assessment Roll (secured, unsecured) pdf report delivered electronically	$0	*per request*	RTC 601; RTC 408.2
3	Customized Assessment Roll Report delivered electronically	$46	*per 15 minutes*	GOV 54985
4	Base Year Transfer Rescission	$184	*per request*	RTC 69.5(i)(3)
5	Certification of Assessment Roll Information (roll owner, assessed value) †	$1	*per document*	RTC 162
6	Copy of Records (physical)	$0.50	*per page*	GOV 54985
7	Dead Parcel History Report (Annual Report) delivered electronically	$67	*per request*	RTC 409
8	Late-Filed Parent/Child Exclusion	$175	*per request*	RTC 63.1 (j)(2)
9	Returned Check Fee	$40	*per check*	GOV 6157; GOV 66018(a); GOV 54985
10	Parcel Combination/Segregation (15 min increments)	$46	*per 15 minutes*	GOV 54985
11	Services requested which have no fee listed (15 min increments)	$46	*per 15 minutes*	GOV 54985

† Fee established by State law or other government agency; County has no discretion over the amount.

EXHIBIT B

Recorder

SERVICE FEE SCHEDULE

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Recording				
1	Recording: Basic Recording Fee (Note: Additional mandatory fees apply to most documents): First page (8 1/2" x 11") †	$19	*per document title*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
2	Recording: Each additional page (8 1/2" x 11") †	$4	*per page*	GOV 27361(a),(b),(c)
3	Recording: Combined documents, per instrument †	$19	*per document title/instrument*	GOV 27361.1; GOV 27361.4; GOV 27397(c)(1)
4	Recording: Additional mandatory fee: SB2-Building Homes & Jobs Act (limited exemptions apply) †	$75 per document, not to exceed $225 per packet	*per document title*	GOV 27388.1
5	Recording: Additional fee: District Attorney Real Estate Fraud Prosecution Trust (limited exemptions apply) †	$10	*per real estate instrument*	GOV 27388; Resolution 2017-102
6	Recording: Recorder Notification Program	$8	*per real estate instrument*	GC 27297.7
7	Recording: Fee for not filing Preliminary Change of Ownership Report at time of recording †	$20	*per document*	RTC 480.3(b)
8	Recording: Survey Monument Preservation Fee (applies to select transfer documents only) †	$10	*per document*	GOV 27585
9	Recording: Optional fee for Involuntary Lien Notification	$24	*per debtor*	GOV 27387; GOV 54985
10	Recording: Release of State or Local Government Lien (if original lien was recorded without fee) †	2× applicable lien recording fee	*per document*	GOV 27361.3(a),(c); GOV 27361(a)
11	Recording Pursuant Uniform Federal Lien Registration Act - First page (includes DA Fraud fee) †	$24	*per document*	CCP 2104; GOV 27361(a),(b),(c); GOV 27361.4; Resolution 2017-102
12	Recording Pursuant Uniform Federal Lien Registration Act - Each additional page †	$3	*per additional page*	CCP 2104; GOV 27361(a),(b),(c); GOV 27361.4; Resolution 2017-102
13	Recording: UCC Amendment, Assignment, Continuation, Statement, or Termination (additional mandatory fees may apply) - Standard national form - 1 - 2 pages (flat fee) †	$14	*per document*	GOV 12194; GOV 57388.1; Resolution 2014-58; Resolution 2017-102
14	Recording: UCC Amendment, Assignment, Continuation, Statement, or Termination (additional mandatory fees may apply) - Standard national form - 3 or more pages †	$24	*per document*	GOV 12194; GOV 57388.1; Resolution 2014-58; Resolution 2017-102
15	Recording: Fee for filing a California Preliminary 20-Day Notice	$72	*per filing*	GOV 27361.9

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Documentary Transfer Tax				
16	Documentary Transfer Tax: County Transfer Tax (all areas) — based on full value less assumed lien †	$0.55	*per $500 of value or portion thereof*	RTC 11911(a)
17	Documentary Transfer Tax: City of San Rafael Tax in addition to County tax — based on full value †	$2.00	*per $1,000 of value or portion thereof*	RTC 11911(b); RTC 11931(a)(2); San Rafael MC Chapter 3.22
18	Documentary Transfer Tax: County Administrative Fee/"Collection Charge," per document for San Rafael Transfer Tax Collection Services	$25	*per document*	020315 Marin County/San Rafael Agreement
Map Recording				
19	Map Recording: First page †	$9	*per page*	GOV 27372; GOV 27361
20	Map Recording: Each additional page †	$2	*per additional page*	GOV 27372; GOV 27361
21	Map Recording: Additional mandatory fee: SB2-Building Homes & Jobs Act (limited exemptions apply) †	$75 per document, not to exceed $225 per packet	*per document title*	GOV 27388.1
Copies				
22	Copies: Official Records, First page	$12	*per document*	GOV 27366
23	Copies: Official Records, Each additional page	$0.50	*per additional page*	GOV 27366
24	Copies: Certification of above (complete documents only)	$1	*per page*	GOV 27364
25	Copies: Maps: Subdivision, Parcel, Survey, Assessment Diagrams (18" x 26") each page	$5	*per page*	GOV 27366
26	Copies: Maps - 6 month only update - at Copy Counter	$17	*per request*	GOV 27366
27	Copies: Maps - 6 month only Update - by Mail	$24	*per request*	GOV 27366
28	Copies: Maps - Monthly Map Update	$22	*per request*	GOV 27366
29	Copies: Maps - Map Library - at Copy Center Counter	$95	*per request*	GOV 27366
30	Copies: Maps - Map Library - by Mail	$100	*per request*	GOV 27366

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Vital Records				
31	Vital Records: Birth* †	$31	*per certificate*	
	Statutory State and Local Fees †	*$11.95*	*per certificate*	HSC 100425; HSC 103525.5; WIC 18966; HSC 103625(b)
	County (Issuing Agency) †	*$19.05*	*per certificate*	HSC 103625(b),(f); HSC 103525.5; WIC 18966
32	Vital Records: Death* †	$26	*per certificate*	
	Statutory State Fees †	*$8.10*	*per certificate*	HAC 100425; HSC 103525.58; PC 14251
	County (Issuing Agency) †	*$17.90*	*per certificate*	HSC 103625(a),(f); HSC 103525.5
33	Vital Records: Public Marriage* †	$19	*per certificate*	
	Statutory State and Local Fees †	*$8.45*	*per certificate*	HSC 100425; FC 1852; FC 506
	County (Issuing Agency) †	*$10.55*	*per certificate*	HSC 103625(c),(f); HSC 10352.5

*Vital Records: Please note: Searches for vital records are performed at the listed fees and include a copy of the record, if located in Marin County records, or a Certificate of No Record Found. (H&S 103650)

Miscellaneous Recorder Services

34	Refund Processing Fee (submitter error)	$58	*per request*	GOV 54985
35	Returned Check Fee	$40	*per check*	GOV 6157(b)
36	Offsite Records Retrieval	$96	*per request*	GOV 54985
37	For services requested which have no fee listed (each 15 minutes)	$36	*per 15 minutes*	GOV 54985

† Fee established by State law or other government agency; County has no discretion over the amount.

EXHIBIT C

County Clerk

SERVICE FEE SCHEDULE

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Copy Fees				
1	Copy Fees: Regular copies, first page	$12	*per copy*	GOV 26831; GOV 54985
2	Copy Fees: Each additional page	$0.50	*per additional page*	GOV 26831; GOV 54985
3	Copy Fees: Certification of a copy †	$1.75	*per copy*	GOV 26833
Marriage Licenses & Ceremonies				
4	Marriage Ceremony	$77	*per ceremony*	GOV 26861; GOV 54985
5	Marriage License or Declaration of Marriage	$99	*per license or declaration*	FAM 350
	Statutory State and Local Fees †	*$35*		GOV 26840; HSC 100435; GOV 26840.7; WIC 18305; GOV 26840.3
	County Clerk Processing/Administrative Fee	*$64*		GOV 54985
6	Confidential Marriage License	$114	*per license*	FAM 501(a); GOV 26840
	Statutory State and Local Fees †	*$37*		GOV 26840.1; GOV 26840.8; WIC 18305; GOV 26840.3
	County Clerk Processing/Administrative Fee	*$77*		GOV 54985
7	Duplicate Marriage License	$64	*per license*	FAM 360(c)
8	Amendment of a Confidential Marriage License	$51	*per license*	HSC 103700; GOV 54985
9	Commissioner of Civil Marriages - Single Ceremony	$64	*per commission*	FAM 401
10	Certified Copy of Confidential Marriage Certificate †	$17	*per copy*	FAM 509
11	Search Marriage Records/Certificate of No Record Found †	$17	*per search*	HSC 103650; GOV 26837; GOV 26839; HSC 103625(c); HSC 103525.5; HSC 100425; HSC 103650; FAM 509; FAM 1852
12	Witness Fee	$64	*per request*	GC 54985
Domestic Partnership				
13	Domestic Partnership - Issuing a Certificate	$51	*per certificate*	MC Ordinance 3140; MC Ordinance 3141

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Fictitious Business Name Filings				
14	Fictitious Business Name Statement: First name	$56	*per filing*	BPC 17929 (a),(d); GOV 54985
15	Fictitious Business Name Statement: Each additional FBN after the first	$12	*per name*	BPC 17929 (a),(d); GOV 54985
16	Fictitious Business Name Statement: Each additional registrant	$12	*per registrant*	BPC 17929 (a),(d); GOV 54985
17	Statement of Abandonment of a Fictitious Business Name Statement	$25	*per filing*	BPC 17929 (b),(d); GOV 54985
18	Statement of Withdrawal of General Partner of a Fictitious Business Name	$25	*per withdrawal*	BPC 17929 (c),(d); GOV 54985
19	Search Fee for each Fictitious/Registrant Name	No Charge	*per search*	GOV 26839; GOV 26854; GOV 54985
20	Certificate of Filing/Non-Filing of any Fictitious Business Name/Registrant	$18	*per filing*	BPC 17926; GOV 26833; GOV 26837; GOV 26839; GOV 54985
21	Fictitious Business Name: Certified Copies	$12	*per copy*	BPC 17926 (b),(e); GOV 26833; GOV 54985
22	Fictitious Business Name: Filings (Monthly List)	$25	*per month*	BPC 17928
Fish & Wildlife				
23	Environmental Impact Report †	$4,227.50	*State Fee*	FGC 711.4 (d)(3)
24	Negative Declaration and Mitigated Negative Declaration †	$3,043.75	*State Fee*	FGC 711.4 (d)(2)
25	Projects Subject to Certified Regulatory Programs †	$1,437.25	*State Fee*	FGC 711.4 (d)(4)
26	County Clerk Administrative/Processing Fee †	$50	*per filing*	FGC 711.4 (e); GOV 54985
Notary Oath & Authentications				
27	Notary: Filing Oath of Notary Public	$25	*per filing*	GOV 8213 (d); GOV 26849.1; GOV 54985
28	Notary: Bond recording fee: first page †	$19	*per document*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
29	Notary: Bond recording fee: each additional page †	$4	*per additional page*	GOV 27361(a),(b),(c)
30	Notary Signature Authentication	$15	*per authentication*	GOV 26852; GOV 54985

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Process server				
31	Process Server: Registration and filing fee* †	$117	*per filing*	BPC 22352; BPC 22453(a),(c)
32	Process Server: Bond file/cancel/revoke/withdraw †	$7	*per filing*	BPC 22353(c); GOV 54985
33	Process Server: Bond recording fee: first page †	$19	*per document*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
34	Process Server: Bond recording fee: each additional page †	$4	*per additional page*	GOV 27361(a),(b),(c)
35	Process Server: Additional ID card	$17	*per card*	BPC 22355; GOV 54985
Professional Photocopier				
36	Professional Photocopier: Registration and filing fee* †	$175	*per filing*	BPC 22453; BPC 22455(a)(2)
37	Professional Photocopier: Bond file/cancel/revoke/withdraw †	$7	*per filing*	BPC 22455(a)(2); GOV 54985
38	Professional Photocopier: Registration and filing fee: if also registered as a process server †	$100	*per filing*	BPC 22453.1; BPC 22455
39	Professional Photocopier: Bond recording fee: first page †	$19	*per document*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
40	Professional Photocopier: Bond recording fee: each additional page †	$4	*per additional page*	GOV 27361(a),(b),(c)
41	Professional Photocopier: Additional ID card	$17	*per card*	BPC 22453; BPC 22457(a); GOV 54985
Legal Document Assistant				
42	Legal Document Assistant: Registration and filing fee* †	$175	*per filing*	BPC 6404; BPC 6405(c)
43	Legal Document Assistant: Bond file/cancel/revoke/withdraw †	$7	*per filing*	BPC 6405(c); GOV 54985
44	Legal Document Assistant: Bond recording fee: first page †	$19	*per document*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
45	Legal Document Assistant: Bond recording fee: each additional page †	$4	*per additional page*	GOV 27361(a),(b),(c)
46	Legal Document Assistant: Additional ID card †	$10	*per card*	BPC 6404

Fee #	SERVICE	Fee/Rate	Unit/Note	STATUTORY AUTHORITY
Unlawful Detainer Assistant				
47	Unlawful Detainer Assistant: Registration and filing fee* †	$175	*per filing*	BPC 6404; BPC 6405(c)
48	Unlawful Detainer Assistant: Bond file/cancel/revoke/withdraw †	$7	*per filing*	BPC 6405(c); GOV 54985
49	Unlawful Detainer Assistant: Bond recording fee: first page †	$19	*per document*	GOV 27361(a),(c); GOV 27361.4(a),(b),(c); GOV 27397(c)(1)
50	Unlawful Detainer Assistant: Bond recording fee: each additional page †	$4	*per additional page*	GOV 27361(a),(b),(c)
51	Unlawful Detainer Assistant: Additional ID card †	$10	*per card*	BPC 6404
Miscellaneous County Clerk Services				
52	Bingo License: License Fee †	$10	*per license*	MCMC 6.18
53	Solicitor's Permit †	$50	*per permit*	MCMC 5.04
54	Solicitor's Permit (with exemption) †	$1	*per permit*	MCMC 5.04
55	Filing Record of Humane Officer †	$5	*per filing*	CORP Code 14502(d)
56	Filing Power of Attorney for an Admitted Surety Insurer: First name †	$12	*per filing*	CCP 995.640; GOV 26855.3; GOV 26855.1; GOV 54985
57	Filing Power of Attorney for an Admitted Surety Insurer: Per additional name †	$9	*per filing*	GOV 26855.1; GOV 54985
58	Translation Certificate †	$10	*per certificate*	GOV 27293(a)(2)(C); GOV 54985
59	Returned Check Fee	$40	*per check*	GOV 6157(b); GOV 54985
60	Offsite Records Retrieval	$96	*per request*	GOV 54985
61	For services requested which have no fee listed (each 15 minutes)	$39	*per 15 minutes*	GOV 54985

* Includes $7 Bond Filing Fee and initial ID Card

† Fee established by State law; County has no discretion over the amount.