

San Bernardino County Flood Control District
Surplus Property Procedure
2021-2022

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Note:

The Flood Control District's Surplus Property Process is a separate process from the District's Permitting Process.

Easement Rights conveyed to others by the District must also be declared surplus to District needs by the Board of Supervisors and are therefore part of the District's Surplus Property Procedure.

The procedure to obtain surplus property or rights from the District is as follows:

The entity taking title or receiving rights (or someone on their behalf) must send a request letter to Grant C. Mann, the Deputy Director of Flood Control, along with the initial Investigation Fee of \$1,189, as authorized by the County Board of Supervisors per the current board fee that took effect on July 1, 2020 for fiscal year 20-21 and continued into the following fiscal year 21-22 to date ending June 30, 2022. The fee should be made payable to the San Bernardino County Flood Control District, and must be received for a formal review to be initiated.

The request should adequately explain what is to be acquired from the District and why. Please include enough information either in or with the letter (such as a highlighted assessor plat or other mapping) so that the District receives enough information about what is desired. The request can then be taken under review. If more detailed information is needed, it will be requested by the District before the review begins.

Mr. Mann's mailing address and contact information:

Grant C. Mann, P.E., Deputy Director-Flood Control
825 East Third Street, Room 100
San Bernardino, CA 92415-0835

(909) 387-7918

When the District is in receipt of the request and the applicable fee, the District will review to determine if the land or easement rights are surplus to District needs. The District's Right-of-Way Section has a surplus property review meeting scheduled for every month and as needed. A committee comprised of members of all the Divisions of the Flood Control District, as well as various other Divisions within the Department of Public Works conducts the review and produces recommendations enabling the Deputy Director of Flood Control to render a decision. The requestor will be notified of the decision after the review period.

There can be no speculation in advance of the formal review as to the viability of the sale of District lands or the sale of easement rights. The great number of variables and the large amount of District and County personnel required for the review to bring all of those variables and relevant factors to light, prohibits this. Not all facts are known before the review. The sale of District lands or the sale of easement rights must ultimately be approved by the Board of Supervisors.

If the result of the review is a positive recommendation by the committee, the second phase to complete the sale of the requested land or rights will begin. The second phase covers the review of submitted documents, mapping and appraisals, the creation of documents, exhibits, mapping, correspondence

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and reports, the processing of materials and any other actions required to bring the sale to completion. This is now an "actual cost" process per the current board fee schedule that took effect on July 1, 2020. The applicant is obligated to pay the actual costs incurred by the Flood Control District in relation to the sale of the land or easement rights. Please read the current fee schedule provided to you carefully.

An initial deposit of \$5,000 will be due, payable to the San Bernardino County Flood Control District.

Please forward the payment to Deputy Director of Flood Control, Grant C. Mann. The applicant will be billed for actual work costs exceeding the initial deposit. A completion of the sale of land or rights shall not occur if the payment to the District of outstanding project costs is still pending. Unused deposit money may be refunded when all charges for the project have been satisfied.

The District requires that a legal description or descriptions be written by a licensed land surveyor describing the land, along with a plat or plats be submitted for review and approval by the District's Right-of-Way Section Chief. The requestor is responsible for any surveying that may be required to produce accurate descriptions and mapping

The District is required to receive fair market value for land and/or easement rights to be sold. The requestor is responsible for the appraisal of the property or rights. The appraisal should be submitted to the District's Right-of-Way Chief. The appraisal will be reviewed by the County Department of Real Estate Services.

When the legal description or descriptions and mapping are in order, the District will draft the required documents for recordation. When the appraisal value is approved, the document package will be turned over to the County Department of Real Estate Services. Real Estate Services will process the package and take the proposed land/rights transaction before the County Board of Supervisors for approval. As the last step in the process, Real Estate Services will also oversee the sale of the land or rights. The sale of the land or rights by the Flood Control District is, as always, subject to the approval of the County Board of Supervisors.

Any questions regarding the above procedure should be directed to the District's Right-of-Way Section Chief.

The mailing address and contact information is as follows:

Attn: Right-of-Way Section Chief
San Bernardino County
Flood Control Engineering
825 E. Third St., Room 140
San Bernardino, CA 92415

(909) 387-7962