

Application for Fee Deferral Agreement

Fee Deferral Program

Fee deferral is a voluntary program provided by the City of Sacramento Community Development Department to reduce cost barriers for development. The program allows developers to enter into a formal agreement with the City to defer payment of certain impact fees. The Fee Deferral Ordinance (Chapter 18.52 of Sacramento City Code) was adopted by City Council on December 11, 2018.

- Note:**
- (1) Fee deferral agreements are executed following plan approval, verification of all fees, and application of fee credits. By *voluntarily* submitting this application, you acknowledge that processing the agreement can delay the issuance of building permits by approximately two weeks. Final inspections cannot be scheduled, nor will a request for temporary certificate of occupancy be granted until deferred fees have been paid in full.
 - (2) The Statewide Community Infrastructure Program (SCIP), bond opportunities for land development (BOLD) program, and fee credits program are separate programs from fee deferrals. Participation in SCIP alone does not waive the requirement to pay fees at issuance of building permit. Any fee credits, BOLD, or SCIP may not be submitted for your project with the fee deferral program.
 - (3) Fee credits may *only* be applied to commercial or multifamily projects and must be requested at the time of building permit application. All fee credits must be applied prior to execution of a fee deferral agreement.

PROJECT ELIGIBILITY

Please check the appropriate box to indicate the eligibility category for your project:

- ☐ A dwelling with five or more dwelling units and at least 50% of the building's square footage devoted to residential uses;
- ☐ A commercial or industrial use with a project value totaling \$1,000,000 or more, as determined by the Chief Building Official in accordance with section 15.08.110; or
- ☐ A new or existing residential subdivision of five or more lots.

HOW DOES THE PROCESS WORK?

Step 1: Application - A developer* who wishes to participate in the program must pay a fee deferral agreement filing fee of \$216.00 *per building permit* and submit this application to the City's Community Development Department identifying each building permit subject to fee deferral.

Step 2: The fee deferral application will be reviewed to determine if the project and applicants meet the project eligibility criteria, and a Fee Deferral Agreement will be processed per the City's standard procedure, which will take approximately two weeks after plan approval and final verification of all fees. ***Any fee credits must be requested prior to the finalization of fees.*** The agreement will be sent to the property owner of the project site when it is ready to be signed. A signed copy of the agreement is required for the process to move forward.

Step 3: When the building permit(s) is (are) ready for final inspection, pay the deferred fees. After the deferred fees have been paid, an appointment for the final inspection may be made.

* Only the property owner may apply for fee deferral.

Please submit this application to the Fee Deferral Team: feedeferral@cityofsacramento.org.

Which Fees Can be Deferred?

The following fees as identified in City Code Section 18.52.010 may be deferred with an approved fee deferral agreement.

City impact fees

1. Railyards transportation fee (City Code, section 18.36.040.A.1).
2. Richards Boulevard transportation fee (section 18.36.040.A.1).
3. Railyards public facilities fee (section 18.36.040.A.2).
4. Richards Boulevard public facilities fee (section 18.36.040.A.3).
5. Jacinto Creek facilities fee (sections 18.28.050.A.1 and 18.28.110.B).
6. North Natomas public facilities fee (section 18.24.050.A.1).
7. North Natomas transit fee (section 18.24.050.A.2).
8. North Natomas public land acquisition fee (section 18.24.280.A).
9. North Natomas Regional Park land acquisition fee (section 18.24.280.B).
10. Park development impact fee (section 18.44.030.A).
11. Building excise tax (section 3.36.010).
12. Willowcreek fee (section 18.32.050.A.1).
13. Sewer development fee (section 13.08.480).
14. Combined sewer development fee (section 13.08.490).
15. Water system development fee (section 13.04.820).
16. Storm drainage development fee (section 13.16.125).
17. Mixed income housing fee (chapter 17.712).
18. Transportation development impact fee for citywide benefit district (chapter 18.48).
19. I-5 Subregional Corridor Mitigation Program (SCMP) Fee (Ordinance 2024-0017).

Any fee adopted by the City Council pursuant to City Code Chapter 18.56

1. Park Impact Fee (chapter 18.56, Article II).
2. Citywide Transportation Development Impact Fee (chapter 18.56, Article III).
3. Housing Trust Fund Fee (chapter 18.56, Article IV).
4. 65th Street Area Impact Fee (chapter 18.56, Article V).

5. River District Impact Fee (chapter 18.56, Article VI).
6. Jacinto Creek Impact Fee (chapter 18.56, Article VII).
7. Central City Impact Fee (chapter 18.56, Article VIII).
8. Railyards Impact Fee (chapter 18.56, Article IX, see previous page under City impact fees 1 and 3).
9. Delta Shores Impact Fee (chapter 18.56, Article X).
10. Panhandle Impact Fee (chapter 18.56, Article XI).

Other jurisdictions

1. In addition, the City has permission from the Sacramento Transportation Authority (STA) to defer the fee for the Sacramento Countywide Transportation Mitigation Fee Program (SCTMFP), a.k.a. the STA Fee.

The Project Site

No.	Address or Lot #	Assessor's Parcel #	Building Permit #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Eligibility Criteria for Fee Deferrals

Initial each box as applicable and sign below.

- _____ I am the property owner of the project site.
- _____ I understand that participation in this program may delay issuance of my building permit(s) 1-2 weeks and cause other minor delays in processing.
- _____ The project is on a site within the city of Sacramento.
- _____ All payments of taxes and assessments on the project site are current.
- _____ I have all the necessary land-use entitlements for the project.
- _____ Neither I, the owner, nor any of my affiliates has had a foreclosure on any property during the four years preceding submission of this application.
- _____ Neither I, the owner, nor any of my affiliates is subject to an outstanding civil judgment.
- _____ I understand any claim for fee credits must be made prior to signing the fee deferral agreement. Any claim not made prior to the time of such signing shall be deemed *waived*.

I, _____, the undersigned legal owner of record for
owner's signature
the project address(es) listed above, declare under penalty of perjury the declaration above to be true.

Date: _____

Printed name of owner of record: _____

Title of owner of record and company name, if applicable: _____

Address of owner of record (not address of project): _____

City: _____ **State:** _____ **Zip:** _____

Email (for signature routing): _____

Please attach the Statement of Information from the Secretary of State that verifies the owner of record and the authorized signator.