

## Application for Fee Deferral Agreement

Submit application to the Fee Deferral Program Administrator: [feedeferral@cityofsacramento.org](mailto:feedeferral@cityofsacramento.org)

### 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 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) and fee credits program are separate programs. The fee deferral program and SCIP may not both be submitted for your project. Participation in SCIP alone does not waive the requirement to pay fees at issuance of building permit.

(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 \$214.00 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. 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. Any fee credits must be requested prior to the developer signing the agreement.

Step 3: When the building permit(s) is (are) ready for final inspection, contact the program administrator (email address listed above) and arrange to 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.

## **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. 65<sup>th</sup> 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 to defer the SCTMFP Fee (Sacramento Countywide Transportation Mitigation Fee Program), a.k.a. the STA Fee.

## The Project Site

No.	Address or Lot #	Assessor's Parcel #	Building Permit #
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## Eligibility Criteria for Fee Deferral Agreement

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: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach documentation that verifies the owner of record.**

## Agreement for Deferral of Development Fees

This Agreement for Deferral of Development Fees, dated \_\_\_\_\_, for purposes of identification, is between the City of Sacramento, a California municipal corporation (the “**City**”), and **[DEVELOPER’S NAME]**, a \_\_\_\_\_ (the “**Developer**”).

### Background

The City has established a program, set out in the Sacramento City Code (the “**City Code**”) as chapter 18.52, for deferring the payment of development-impact fees that otherwise are due prior to the issuance of building permits (the “**Program**”).

The Developer owns the real property described in Exhibit A (the “**Project Site**”) and intends to develop the Project Site as described in Exhibit B (the “**Project**”). This agreement sets forth the conditions under which the City will defer the Developer’s payment of development-impact fees for the Project in accordance with the Program. The fees to be deferred are identified in Exhibit C by building permit number (the “**Deferred Fees**”).

*With these background facts in mind, the City and the Developer agree as follows:*

**Amount of Deferred Fees.** As of the effective date of this agreement (see section 10 below), the total amount of the Deferred Fees is \$ \_\_\_\_\_, which is the sum of the development-impact fees owed for each building permit identified in Exhibit C. The Developer shall pay this amount to the City in accordance with section 2 below.

**Time of Payment.** The Developer shall pay the Deferred Fees for each building permit identified in Exhibit C prior to the initiation of final inspection of the property identified in the building permit, prior to the expiration of the building permit, or three years from the effective date of this agreement, whichever occurs first. **Any certificate of occupancy or temporary certificate of occupancy issued, and any final inspection conducted, before the Developer has paid the Deferred Fees in accordance with this agreement is void ab initio.**

**Late Payment.** If, for any reason, the Developer has not paid the Deferred Fees within the timeframe set forth in section 2 above, then the City may serve the Developer with a written demand for payment as provided for in section 9. Within five business days of the effective date of this notice, the Developer shall pay the Deferred Fees, plus a late fee equal to 10% of the amount to be paid. If the Developer fails to pay the Deferred Fees when due, the City may pursue any remedies available at law or in equity.

**Collection Expenses.** If the Developer does not pay the Deferred Fees when due, the Developer shall also pay all expenses the City incurs to collect the Deferred Fees, including but not limited to City staff time, third-party costs, and reasonable attorneys’ fees and litigation costs, whether incurred for the city’s staff attorneys or outside attorneys.

**Development Credits.** The Developer must submit any claim for development credits, as defined in chapter 18.56 of the Sacramento City Code, prior to executing this agreement and in accordance with Sacramento City Code section 18.56.125. **Claims not timely made are waived.**

**Prevailing Wages.** Depending on the circumstances, the Developer’s participation in the Program may cause the Developer’s Project to be a “public work” subject to the prevailing wage and apprenticeship requirements of the California Labor Code and chapter 3.60 of the Sacramento City Code. **The Developer acknowledges that the City makes no representation regarding the application of these laws to the Project. The Developer should consult with the Developer’s own legal counsel on this issue before participating in the Program.**

**No Third-Party Beneficiaries.** Nothing in this agreement is intended or shall be construed to give any person, other than the parties to the agreement, any legal or equitable right, remedy, or claim under this agreement.

## EXAMPLE FEE DEFERRAL AGREEMENT – DO NOT COMPLETE

**No Assignments.** The Developer may not assign this agreement or any of its rights, interests, or obligations under this agreement.

**Notices.** Any notice or other communication under this agreement must be in writing and will be considered properly given and effective only when mailed or delivered in the manner provided by this section 9 to the persons identified below. A notice or other communication that is mailed will be effective or will be considered to have been given on the third day after it is deposited in the U.S. Mail (certified mail and return receipt requested), addressed as set forth below, with postage prepaid. A notice or other communication sent in any other manner will be effective or will be considered properly given when actually delivered. A party may change its address for these purposes by giving written notice of the change to the other party in the manner provided in this section 9.

*If to the City:*

City of Sacramento  
Community Development  
Department 300 Richards Blvd. 3rd  
Floor Attention:  
Director of Community Development

*If to the Developer:*

[Name]  
[Address]  
Attention:  
[Name]  
[Title]

**Effective Date.** This agreement becomes effective when all parties have signed it, as indicated by the dates in the signature blocks below.

**Attorneys' Fees.** The party prevailing in any litigation concerning this agreement will be entitled to an award by the court of reasonable attorneys' fees and litigation costs through final resolution on appeal in addition to any other relief that may be granted in the litigation.

**Authority.** Each person signing this agreement hereby represents and warrants that he or she is fully authorized to sign this agreement on behalf of his or her party and to bind that party to the performance of its obligations under this agreement.

**Interpretation.** This agreement is to be interpreted and applied in accordance with California law, except that the rule of interpretation in Civil Code section 1654 will not apply. Exhibits A, B, and C are part of this agreement.

**Counterparts.** The parties may execute this agreement in counterparts, each of which will be considered an original, but all of which will constitute the same agreement.

**Entire Agreement.** This agreement sets forth the parties' entire understanding regarding the matters set forth. It supersedes all prior or contemporaneous agreements, representations, and negotiations (written, oral, express, or implied) and may be modified only by another written agreement signed by both parties.

*(Signature Page Follows)*

**City of Sacramento**

**[Developer's Name]**

By: \_\_\_\_\_  
Director of Community Development

By: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Print Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date: \_\_\_\_\_

**EXAMPLE FEE DEFERRAL AGREEMENT – DO NOT COMPLETE**

Approved as to Form  
Sacramento City Attorney

By: \_\_\_\_\_

Attest  
Sacramento City Clerk

By: \_\_\_\_\_  
Signature

**EXAMPLE FEE DEFERRAL AGREEMENT – DO NOT COMPLETE**

Agreement for Deferral of Development Fees

The City of Sacramento and \_\_\_\_\_

**Exhibit A**

The Project Site

Street Address	Assessor Parcel Number	Building Permit Number

Agreement for Deferral of Development Fees

The City of Sacramento and \_\_\_\_\_

**Exhibit B**

The Project

In accordance with Sacramento City Code section 18.52.010, the Project consists of—

- 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 building area of 100,000 square feet or more; or
- A new or existing residential subdivision of five or more lots.

**Project Description:**

[Describe the project. If the project is a phased-development, describe the phases and explain which phase—i.e. which specific units, identified by building permit numbers—this fee deferral agreement covers.]

Agreement for Deferral of Development Fees

The City of Sacramento and \_\_\_\_\_

**Exhibit C**

Deferred Fees

**SEE ATTACHED**