

TEMPORARY DEVELOPMENT IMPACT FEE DEFERRAL PROGRAM



Finance Department
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Development Impact Fee Deferral Program

In order to help stimulate economic development and to be responsive to the needs of our customers, the City of Rancho Cordova is offering an interest-free fee deferral program for residential, commercial and industrial projects. Rather than requiring developers to pay all “development impact fees” at the time a building permit is issued, developers may request approval to defer the payment of select impact fees. The deferral is intended as a temporary response to the current housing market slump, and as such, will expire on **June 30, 2016**.

Program Highlights:

- Available to all new construction, including residential, retail, office and industrial
- Payment due at the earlier of final inspection, issuance of temporary or final certificate of occupancy, or one-year from the date the application is approved
- Deferred fees shall be paid at the rates applicable at the time of building permit issuance
- Deferrals apply to City controlled fees only

Eligible Development Impact Fees

Fees within the City's control may be deferred. Deferral of fees that are collected by the City and passed through directly to the City's regional partners will require agreement between the City and the other agency.

The following is a list of fees eligible for deferral:

- Community Facility Fee - Library
- Park Renovation Fee
- Transportation Development Impact Fees
- Local Housing Trust Fund – (available to non-residential projects)
- Certain Specific Plan Area fees, including:
 - Capital Village fees for park renovation and transportation impact
 - Sunridge Douglas fees for interim sewer, roadway construction and transit shuttle program
 - Villages of Zinfandel fees for park renovation and roadway construction

The City will determine, at its discretion, and subject to approval by the City Manager, the amount of the fees that can be deferred. The City will be reviewing anticipated cash outlays and/or contracts related to specific development impact fees considered for deferment to determine which fees can be deferred at any point in time.

Sunset for Fee Deferral Program

The Fee Deferral Program is intended as a temporary response to the current housing market slump and will expire on June 30, 2016.

Non-Residential Project Criteria

To be eligible for the deferral program, a project must meet at least one of the following criteria:

- Creates at least 25 full-time jobs
- Increases annual tax revenue by at least \$5,000
- Project located in Redevelopment Project Area
- Project is determined to be a “Catalyst Project” that will further economic development goals and objectives

Project Qualifications

To participate in the deferral program, all outstanding City invoices, fees and taxes must have been paid in full.

Property owners are encouraged to utilize the Statewide Communities Infrastructure Program (SCIP) to finance their impact fees whenever possible. More information on the SCIP can be found at City Hall or on the City’s website, at www.cityoffranchocordova.org.

Fee Deferral Time Limits:

- **Non-residential** projects - fees may be deferred until the earlier of final inspection, issuance of temporary or final certificate of occupancy, or twelve months from the date the fee deferral is approved.
- **Residential** projects - Fees may be deferred to the earlier of final inspection, or twelve months from the date the fee deferral is approved.

Processing Fee

The Fee Deferral Program is expected to result in costs to the City to implement and service the program. The fee for processing the deferral applications shall be \$250 per residential unit, commercial project or industrial project.

Issuance of the Building Permit

Prior to the anticipated date of pulling the building permit, applicants should submit a fee deferral application to the Building & Safety Division staff. The Finance Director and/or Economic Development Manager will then review and approve the application. Building permits will be issued following approval of the application.

Payment of Fees

Fees deferred are due and payable at the earlier of final inspection, issuance of temporary or final certificate of occupancy, or twelve months from the date the fee deferral is approved. There will be no interest charged on the deferred fees.

How Do I Apply

Applications may be obtained by contacting the City's Office of Economic Development at (916) 851-8783, or the Building & Safety Division at (916) 851-8760.

Completed applications should be submitted to the Building & Safety Division Permit Counter.

Upon approval, the City will contact each applicant to inform them they may pull permits at the Building & Safety Division Permit Counter.

**Temporary Development Impact Fee
 Deferral Program – Commercial Projects**

STAFF USE ONLY	
Permit #	
DATE	
BSD INITIALS	

Project Information

Lot Address: _____

Specific Plan Area: _____ APN: _____

Check all that apply:

- Creates at least 25 full-time jobs
- Increases annual tax revenue by \$5,000
- Project is determined to be a “Catalyst Project” that will further economic development goals

Property Owner/Builder Information

Builder: _____

Mailing Address: _____

Contact Person: _____ Phone Number: _____

Owner Signature: _____ Email: _____

Project Review: must be done prior to releasing building permits for fee deferrals:

- Outstanding fees and taxes due to City paid in full
- Fee Deferral Program Processing Fee paid \$250

Check Fees Deferred:

- Transportation Impact Fees
- Community Facility Fee - Library Component Only
- Specific Plan Fees (includes only the following fees: Capital Village (CV): Park Renovation, Transportation Impact; Sunridge-Douglas (SD): Fee Program Updates, Interim Sewer, Library, Roadway, Supplemental Offsite Water, Transit Shuttle; Villages of Zinfandel (VZ): Library, Park Renovation, Roadway)
- Park Renovation Fee
- Local Housing Trust Fund

Comments:

Note To Applicant:

When completed, please return form to:
 Amanda Norton, Economic Development Analyst
 City of Rancho Cordova, Economic Development
 (916) 851-8783

For program questions call:
 Michelle Mingay, Senior Finance Analyst
 City of Rancho Cordova, Finance Dept.
 (916) 851-8783

**Temporary Development Impact Fee
 Deferral Program – Single Family Residential**

STAFF USE ONLY	
Permit #	
DATE	
BSD INITIALS	

Project Information

Lot Address	Lot #	Specific Plan Area	APN

Property Owner/Builder Information:

Builder: _____

Mailing Address: _____

Contact Person (Print): _____ Phone #: _____

Owner Signature: _____ Email: _____

Project Review (must be done prior to releasing building permits for fee deferrals):

- Outstanding fees and taxes due to City paid in full
- Fee Deferral Program Processing Fee paid \$250

Check Fees Deferred:

- Transportation Impact Fees
- Community Facilities Fees – Library Component Only
- Specific Plan Fees (includes only the following fees: Capital Village (CV): Park Renovation, Transportation Impact; Sunridge-Douglas (SD): Fee Program Updates, Interim Sewer, Roadway, Supplemental Offsite Water, Transit Shuttle; Villages of Zinfandel (VZ): Park Renovation, Roadway)
- Park Renovation Fee

Approved:

Liisa Behrends, Interim Finance Director

Comments:

Note To Applicant:

When completed, please return form, along with production home submittal package:
 Joseph Cuffe, Permit Services Supervisor,
 City of Rancho Cordova, Building & Safety Division
 (916) 851-8760

For program questions call:
 Michelle Mingay, Senior Finance Analyst
 City of Rancho Cordova, Finance Department
 (916) 851-8783