



SUBJECT	EFFECTIVE DATE	CODE SECTION	POLICY NUMBER
Change in Time for Collection of Development Impact Fees	October 27, 2012	City of SR Ordinance 3995	
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PURPOSE: The procedure outlines the methodology for processing building permits for complying with City of Santa Rosa Ordinance 3995, Aggressive Economic Development Measures. This policy shall be in effect for the life of the ordinance (3 years, ending August 20, 2015)

21-01.030 Time of payment.

Unless project conditions of approval or other provisions of the Santa Rosa City Code establish a different time of payment, all development impact fees shall be paid to the City no later than at the time of final inspection, excepting payment of school impact fees and other fees not within the jurisdiction of the City which shall be paid at the time of building permit issuance, or, if no building permit is required, fees shall be paid upon the approval of a use which requires a use permit or other permit or approval authorizing the change in use. (Ord. 3995)

The following fees will be collected prior to final inspection:

- CAPITAL FACILITY FEE
- SOUTHWEST AREA DEVELOPMENT IMPACT FEE
- SOUTHEAST AREA DEVELOPMENT IMPACT FEE
- UTILITY FEES (WATER AND WASTEWATER FEES)
- PARK FEES
- HOUSING ALLOCATION FEE
- FARMERS LANE EXTENSION FEE

PROCEDURE:

1. When applications are received for projects that have development impact fees associated with the proposed project, staff will provide applicant with **Agreement to Pay Development Impact Fees** document. Staff will also provide applicant with a copy of this policy.
2. At the time the building permit is issued the applicant will be provided with a Pending Receipt for all building permits issued that identifies all fees due. The development impact fees applicable to the proposed project are those fees in place at the time of the permit being issued.

3. Applicant may choose to pay development impact fees prior to the permit being issued or may request the development impact fees be paid prior to final inspection.
4. If all fees are paid prior to the permit being issued this policy is not applicable to that permit.
5. If fees are requested to be paid prior to final inspection the property owner must complete, notarize, and record the **Agreement to Pay Development Impact Fees. A conformed copy of the agreement must be provided to the Community Development Department prior to permit issuance.**
6. When all other fees are received and verification of recording of Agreement to Pay Development Impact Fees is received, the building permit may be issued.
7. Applicant/owner or applicant's representative may schedule all inspections prior to final inspection (code #195).
8. All remaining fees must be received by the City of Santa Rosa prior to final inspection. The permit tracking system will accept a request for inspection code # 195 only after all fees have been received.
9. Upon receipt of payment of all development impact fees, the applicant/owner will be provided with the Release of Agreement to Pay Development Impact Fees document. The owner may use this document to remove the recorded Agreement to Pay Development Impact Fees.
10. All final inspection requirements of the project may be verified for final approval and completion of the permit process at this time.

Michael K. Whitaker, Chief Building Official