

INSTRUCTIONS FOR DEFERRING DEVELOPMENT IMPACT FEES

DEFERRAL PROCESSING FEES:

CITY OF YUCAIPA (Filing of each deferral)	\$35.00/Agreement
CITY OF YUCAIPA (Release of each deferral)	\$35.00/Release
<u>COUNTY RECORDER (Release of each deferral)</u>	<u>\$13.00/Release</u>
TOTAL FEES:	\$83.00/Transaction

THE DEFERRAL AGREEMENT MUST BE TYPEWRITTEN -NO EXCEPTIONS-

1. The attached Development Impact Fee Worksheet lists the City's current fees. If the fees are deferred, the actual worksheet that will determine the actual amount of the fees to be paid will be the Development Impact Fee Worksheet that is in effect at the time of **final approval**, or at the time of issuance of a **certificate of occupancy**. Please note: the City's development impact fees are typically increased at the end of each year to reflect the annual increase in the Construction Cost Index for the Los Angeles region.
2. Complete the attached Deferral Agreement form (this form can also be completed online at www.yucaipa.org). If you are applying for more than one (1) building permit, you may include each lot that is applied for on a single Deferral Agreement. Be sure that a complete legal description is provided for the Tract or for the subject property, that the signatures of all property owners are notarized, and that an original **California All-Purpose Acknowledgement** is attached to the Deferral Agreement.
3. Submit all forms, a copy of the **Grant Deed** for the subject parcel, and a check made payable to the "City of Yucaipa" in the amount of **\$35.00**. Upon release of each Deferral Agreement, additional checks must be submitted in the amount of **\$35.00**, payable to the "City of Yucaipa", and a **separate check** in the amount of **\$13.00**, made payable to the "County Recorder", must be submitted (DO NOT DATE THE CHECK MADE PAYABLE TO THE COUNTY RECORDER). **Please note: upon each Release of Lien, a \$35.00 payment must be submitted to the "City of Yucaipa", accompanied with a separate check for \$13.00 made payable to the "County Recorder".**
4. Upon verification of the completeness and the correctness of the Deferral Agreement, the Planning Division will inform the Building and Safety Division that the building permit(s) can be issued for your project.

***PLEASE NOTE: FAXED FORMS CANNOT BE RECORDED, AND
THEREFORE, THEY WILL NOT BE ACCEPTED BY THE CITY***