

**INSTRUCTIONS FOR  
DEVELOPMENT IMPACT FEE DEFERRAL**

**PROCESSING FEES:**

<b>CITY OF YUCAIPA (Initial filing to defer DIF)</b>	<b>\$35.00/Agreement</b>
<b>CITY OF YUCAIPA (Release of each deferral)</b>	<b>\$35.00/Release</b>
<b><u>COUNTY RECORDER (Release of each deferral)</u></b>	<b><u>\$13.00/Release</u></b>
<b>TOTAL:</b>	<b>\$83.00/Transaction</b>

**ALL FORMS MUST BE TYPEWRITTEN - NO EXCEPTIONS**

1. Complete the attached **DEVELOPMENT IMPACT FEE WORKSHEET** for **each lot**. Be sure that the owner's name, address, property / project location, and the Assessor's Parcel Number are included on the form.
2. Complete the attached **DEFERRAL AGREEMENT**. You may include more than one lot on a single Deferral Agreement if you are applying for more than one building permit. Be sure that a complete legal description is provided for the Tract or for the subject property, and that the signatures of all owners are notarized and that a **California All-Purpose Acknowledgement** is attached.
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 payment must be submitted in the amount of \$35.00 to the "City of Yucaipa", accompanied with a separate check for \$13.00 made payable to the "County Recorder".**
4. Upon verification of completeness and correctness, the Planning Division will inform the Building and Safety Division that building permits can be released.

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