



**City of Galt Non Residential Fee
Deferral Program**



City of Galt

Community Development Department
495 Industrial Drive
Galt, CA 95632
Office: 209 366-7200 Fax: 209 744-1642

NON-RESIDENTIAL FEE DEFERRAL PROGRAM

Introduction

The City Council of the City of Galt recognizes the need to stimulate economic growth within the City. To that end, the City Council has directed Staff to review and provide a proposal for a fee deferral program for non-residential development.

The development fees imposed on non-residential development projects can be significant and act as a barrier to such development. The City typically requires that these fees be paid at the time a building permit is issued.

Instead of requiring these fees to be paid at the time a building permit is issued, the non-residential fee deferral program would allow for certain development fees to be paid prior to the time a certificate of occupancy or final inspection, which ever occurs first, thereby providing a significant financial incentive to the project.

Citywide Capital Impact Fees

The following fees are proposed to be the fees that can be deferred until a certificate of occupancy/final inspection is issued by the City of Galt.

- ✓ CIP-General Government
- ✓ CIP-Police Services
- ✓ CIP-Traffic/Circulation
- ✓ Sewer Connection
- ✓ Water Connection
- ✓ Northeast Area
- ✓ Drainage

Qualifications

Standard Projects

All non-residential development projects within the City would be eligible to participate in the Non-Residential Development Fee Deferral Program, provided certain criteria as described below are met. Under this program, fees would be due prior to the issuance of a certificate of occupancy or final inspection, which ever occurs first.

In order for a project to be considered for fee deferral under the program, the applicant must submit an application, on a form provided by the City, to the Community Development Department. The

application shall include the amount of fees that the applicant would like deferred. Upon payment of the application processing fees of \$1,000 the application will be processed by City staff.

Projects Qualifications:

To qualify for this fee deferral program, a project must fall into one or more of the following classifications.

- **Targeted Area.** The proposed commercial or industrial project is within the Downtown Specific Plan area.
- **Retention of existing business.** Businesses that are currently located in Galt and are looking to relocate to new facilities in Galt, or a business that wishes to expand facilities at their current location.
- **Negotiated Projects.** Typically large scale projects that provide unique financial or other benefits to the community.
- **Targeted economic development objectives.** Certain types of businesses may be targeted by the City as a high priority to bring into the City of Galt. These priorities may change over time as the City is successful in attracting those types of businesses or new goals are identified.

In order to be considered for fee deferral as a targeted project, an application, on a form provided by the City, must be filled out and returned to the Community Development Department. The application must include a statement detailing why the project qualifies for the targeted deferral program, the amount of the fees the applicant would like deferred. The application will be reviewed by City staff, and then be forwarded to the City Manager for final consideration.

In addition, in order for an application to be considered for the Non-Residential Fee Deferral Program, the following eligibility criteria must be met:

1. The property owner(s) has not had one or more of its properties foreclosed within the past four years.
2. The property owner(s) has not filed for bankruptcy protection within the past four years.
3. The property owner(s) does not have an outstanding civil judgment.
4. The property owner(s) does not have outstanding City invoices, taxes, fees due the City.

Fee Deferral Process

Process	Time Frame
Application submitted to Community Development Department	
Application is reviewed by City staff, and then forwarded to the City Manager for approval. Community Development Department will notify applicant of approval or denial of the application.	10-14 working days
Applicant prepares plans and submits to the City for plan check process	varies
Preparation of Fee Deferral Agreement, Deed of Trust and Promissory Note (please contact staff 1-14 working days prior to anticipated date that the building permit will be issued for the project)	10-14 working days
Building Permit issued, less deferred fees	
Project is built/completed	varies

Payment of deferred fees-prior to issuance of Final Inspection/Certificate of Occupancy (please contact staff 2-3 working days prior to anticipated date that the Certificate of Occupancy will be issued for the project)	2-3 working days
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Development Fee Estimates

The fee amount approved for deferral will be based on an **estimate** of the applicable development fees as prepared by City staff. The **actual** amount of the fees will not be determined until the **Building Permit** is ready to be issued.

Obtaining the Building Permit & Notification to Staff

The applicant must notify Community Development staff within ten to fourteen working days prior to the applicant’s anticipated date of pulling the building permit. Upon such notification, City staff will then prepare a Fee Deferral Agreement, Deed of Trust and a Promissory Note based on the final fee deferral amounts. Prior to the building permit being issued, the Fee Deferral Agreement, Deed of Trust and Promissory Note must be signed by the applicant, and recorded by the Sacramento County Recorder’s officer. Copies signed and recorded Fee Deferral Agreement, Deed of Trust and Promissory Note must then be returned to City Clerk’s Office.

Please note: It is important to notify City staff ten to fourteen working days prior to the anticipated date of pulling the building permit. This lead time allows City staff the necessary time to prepare the necessary documents. Late notification to staff may result in a delay in the issuance of the building permit.

Payment of Deferred Fees

After all deferred fees have been paid; the City will prepare a Reconveyance for the Deed of Trust to be recorded by the applicant. Please allow 10-14 working days for the processing of this document.



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APPLICATION FOR DEFERRAL OF DEVELOPMENT IMPACT FEES FOR NON-RESIDENTIAL PROJECTS

Name of Applicant: _____

Property Owner: _____

Address: _____

Phone Number: _____

Project Name: _____

Address: _____

Escrow Company: _____

Escrow Officer: _____

Contact Information: _____

The undersigned property owner seeks a fee deferral for the above referenced project and proposes to enter into a Fee Deferral Agreement, and sign a Promissory Note and Deed of Trust to be recorded against the affected property.

The Applicant acknowledges the following: (please review and initial)

Initial	The property owner(s) has reviewed the provisions of the City of Galt Non-Residential Fee Deferral Program, and understands those fees which may be deferred, and the applicable deferral time period.
Initial	The property owner(s) has not had a foreclosure on any properties in the past four years.

Initial	The property owner(s) has not had any bankruptcy filing in the past four years.
Initial	The property owner(s) has no outstanding and unsatisfied Civil Judgments.
Initial	The property owner(s) does not have outstanding City invoices, taxes or fees due the City of Galt.
Initial	The property owner(s) will provide, as part of this application, a proforma or other financial information evidencing that upon project completion, the project will have adequate value to provide security for the City's Deferred Fees.

I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

Signature

Print Name

Title

Company