



FEE DEFERRAL PROCESS

In an effort to make Anaheim an even more desirable location for development, the City Council has adopted a Fee Deferral Program to promote development in Anaheim. This program allows for payment of the impact fees for new construction (both commercial and residential) to be deferred until the development is ready for final inspection, a temporary or final certificate of occupancy. The purpose of this program is to reduce the up-front costs and encourage new development within the City of Anaheim.



Phase 1: Application/Request Requirements

Customer must submit a Fee Deferral request letter and ownership documents in person or via email to your Business Assistance Program (BAP) representative. The following Ownership Documents must be provided with request letter:

- Current Title Report (within 6 months) (Word version)
- Legal Description if not on Title Report (Word version)
- LLC operating agreement /articles of organization or INC. articles of incorporation



Phase 2: City of Anaheim Processing (10-Day Target Turnaround)

After Fee Deferral letter and ownership documents are received your BAP representative will coordinate the Impact Fee Deferral Request with all required departments listed below to process the covenant draft.

- Library
- Police
- Planning
- Public Works Development Services
- Traffic Engineering
- Parks and Recreation
- Water Engineering
- Electrical Engineering

Note: If you are working with City Departments regarding potential Impact fee credits, this process may be delayed for confirmation of those fee amounts. Also, you may choose to proceed with permit issuance as soon as the plans are approved, but any required impact fees will need to be paid unless the fee deferral process has been completed.



Phase 3: Covenant Creation and Notarization

Once all the reviewing departments have approved the fee deferral request and added their required impact fees, your assigned Business Solutions Specialist will draft a fee deferral covenant.

- City Attorney will review the covenant draft and prepare for Notarization.
- The client will be notified to pick up (2) sets of the covenant for signature by the owner or owner's representative which must be notarized. Two (2) sets of the wet-signed/notarized covenants must be returned to the assigned BAP representative for final City department signatures.



Phase 4: Covenant Recordation

Once the covenant has been signed by all required City of Anaheim staff, the client will be notified to pick up (2) sets (original and copy) of the approved covenant for county recordation.

- The original/wet-signed copy must be used for recordation by the County of Orange.
- The copy should be processed at the County of Orange for a conformed copy. The conformed copy must be returned to the assigned BAP representative (either by email or in person) as proof of recordation to complete the process & release the permit for issuance.

Note: Clients that have completed a Fee Deferral request must pay all the required impact fees prior to scheduling final building inspection **or** applying for TCO whichever comes first. Customer should contact BAP representative for final payment of impact fees.



Phase 5: Close out of the Building permit and Covenant Release

Once the construction has been completed or the project is ready to request a Temporary Certificate of Occupancy (TCO), all impact fees must be paid.

- Proceed to the Building Division permit counter with payment for the required impact fees. Once the fees have been collected the client will be able to proceed with a final inspection.
- The assigned BAP representative will create a Release of Agreement form. You will be notified to pick up (2) copies to be submitted to County for release.