



Application for Fee Deferral Agreement

FEE DEFERRAL PROGRAM

Fee Deferral is a voluntary program provided by the City of Rocklin's Affordable Housing Incentive Program to reduce cost barriers for low and very low-income housing projects within the City. The program allows developers to enter into a formal agreement with the City to defer certain impact fees. The Affordable Housing Incentive Program Resolution (2024-039) was adopted by City Council on January 23, 2024.

Submit application to the Fee Deferral Program Administrator:
Housing@rocklin.ca.us

PROJECT ELIGIBILITY

A Qualified Residential Development Project must have one of the following:

- (1) At least 10% of the units with Affordable Rents or Affordable Housing Costs for Very Low-Income Households ; or
- (2) At least 49% of units with Affordable Rents or Affordable Housing Costs for Low Income Households.

HOW DOES THE PROCESS WORK?

STEP 1

Submit Application: A developer must complete the Affordable Housing Incentive Program Fee Deferral Application in its entirety and submit the application to the City Housing Division in the City Manager's Office (Housing@rocklin.ca.us) along with a preliminary title report.

STEP 2

Application Review: The fee deferral application will be reviewed to determine if the project and applicant meet the project eligibility criteria, and a Fee Deferral Agreement will be processed following plan approval and final verification of all fees. The Agreement will be sent to the property owner of the project site when it is ready to be signed. A signed copy of the Agreement is required. Any fee reductions must be requested prior to the developer signing the agreement. In addition to the completed agreement, applicants must provide a promissory note and deed of trust, which may be subordinated to construction and acquisition financing.

STEP 3

Pay Fees: When the building permit(s) is (are) ready for final inspection, contact the program administrator (email address listed above) and arrange to pay the deferred fees. Only after the deferred fees have been paid can an appointment for the final inspection may be made. Only the property owner may apply for fee deferral.

¹ As defined by California Health and Safety Code §50105

¹ As defined by California Health and Safety Code §50079.5

CITY OF ROCKLIN, CITY MANAGER'S OFFICE

3970 Rocklin Road, Rocklin, CA 95677

rocklin.ca.us | P. 916.625.5000 | F. 916.625.5095 | TTY. 916.632.4013



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ADDITIONAL INFORMATION ON THE FEE DEFERRAL PROGRAM

1. Fee deferral agreements are executed following approval and verification of all fees and application of any applicable fee reductions (fee reductions require separate application and approval). By voluntarily submitting this application, you acknowledge that processing the agreement can delay the issuance of building permits. Final inspections cannot be scheduled, nor will a request for temporary certificate of occupancy be granted until deferred fees have been paid in full.
2. Fees become payable and interest penalties apply if the project does not provide the affordable housing units promised by Certificate of Occupancy, approximately 24-30 months after construction begins.
3. To ensure compliance and payment of deferred fees, a deed of trust shall be recorded against the property to secure the fee amount.

The following City of Rocklin Impact Fees may be deferred with an approved fee deferral agreement:

1. City Park Development Fee
2. City Traffic Fee
3. Community & Recreation Center Impact Fee
4. Construction Tax
5. Park Improvement Impact Fee
6. Public Facilities Impact Fee
7. Trails Impact Fee



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Project Information

APPLICANT INFORMATION

Applicant Name: _____

Phone: _____ Email: _____

PARCEL INFORMATION

Entitlement Number(s): _____

Project Name: _____

Project Location: _____
Street City State Zip

APN: _____

DEVELOPMENT TYPE

At least 10% of the units with Affordable Rents or Affordable Housing Costs are for Very Low-Income Households

At least 49% of units with Affordable Rents or Affordable Housing Costs are for Low Income Households



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Initial each box as applicable and sign below

- I am the property owner of the project site.
- I understand that participation in this program may delay issuance of my building permit(s) and cause other minor delays in processing.
- The project is on a site within the City of Rocklin.
- All payments of taxes and assessments on the project site are current.
- I have all the necessary land-use entitlements for the project.
- Neither I, the owner, nor any of my affiliates has had a foreclosure on any property during the four years preceding submission of this application.
- Neither I, the owner, nor any of my affiliates is subject to an outstanding civil judgment.
- I understand any claim for fee reductions must be made prior to signing the fee deferral agreement. Any claim not made prior to the time of such signing shall be deemed waived.

I, _____, the undersigned legal owner of record for
Owner's signature

the project address(es) listed above, declare under penalty of perjury the declaration above to be true.

Date: _____

Printed name of owner of record: _____

Title of owner of record and company name, if applicable:

Address of owner of record (not address of project):

_____ Street City State Zip

Phone: _____ Email: _____

Please attach documentation that verifies the owner of record.