

DRAFT GUIDELINES FOR IMPLEMENTATION OF FRESNO COUNTY FACILITY IMPACT FEE

Basically, the County Impact Fees are collected on everything that will result in creating additional square footage, such as Maps, Site Plans and CUPs (that create square footage).

Three things need to happen without fail as a result of our responsibility to cause the County fees to be collected, they are:

- 1) We must provide the applicants with the Notice of Fees/Appeal period, and the Schedule of Fees.
- 2) We must provide the applicant with the information (See "County Facility Impact Fee Information Form") that will allow the County to calculate the applicant's fees or exempt status.
- 3) We must ensure the applicant provides us with a receipt from the County indicating payment of County Fees (or exempt status) prior to issuing building permits.

Based on the three requirements above it is necessary to ensure this process is in place to cause the County Facility Impact Fees to be collected or exempted (by the County).

- If the applicant is working through the DPC, the DPC would be the first place the applicant is initially notified of a County Impact Fee (we do not have to provide the Notice/Appeal or Schedule of Fees at this point in time).
- The "Notice of County Facilities Impact Fees and Applicant's Appeal Period to Protest the Fees" and the "Schedule of Fees" 1) must be provided to the applicant at the time of the City's approval or conditional approval of the project, or 2) in the case where there is only a City Issuance of building permit (there is no entitlement) they must be delivered to the applicant at the time of the issuance of a building permit (the Plan Check Stage).
- Planning will need to include on the Conditions of Approval a requirement that the applicant pay County Facility Impact Fees.
- For projects with Entitlements - Planning or the Map section must deliver the "Notice/Appeal" and "Schedule of Fees" to the Applicant upon approval or conditional approval of the project.
- For projects that do not have entitlements - Planning (or Building and Safety) must deliver the "Notice/Appeal" and "Schedule of Fees" to the applicant at the end of the Plan Check stage.
- During the Plan Check stage, Building and Safety will include a requirement on the Correction List that the applicant provides proof of payment of County fees or exemption prior to receipt of building permits.
- Building and Safety will route the "County Facility Impact Fee Information" Form with the Plan Check packet.
- Planning (or map section) will need to fill out the "County Facility Impact Fee Information" Form during the Plan Check phase and route it back to B&S with the Plan Check packet.
- B&S will provide a Hardcopy of the completed "County Facility Impact Fee Information" Form to the applicant and retain a departmental copy.

- During the Permit stage, B&S will ensure applicants provide a "Receipt from the County" indicating payment of County fees (or exempt status).
- Building Permits are issued after applicant provides proof of payment or exempt status (County receipt).
- B&S will file a copy of the " Facility Impact Fee Information Form" and the "County Receipt" in the Job Address files.