

# Impact Fee Deferral (Single Family) Supplemental Application



## What am I required to submit?

- Completed application form
- Administrative fee
- Recorded impact fee deferral lien (document template attached)

### Application Form:

#### Ownership Information

Property Owner(s)/Lien Grantor(s) (list full legal name(s)/corporate identities of all owners listed on the title):

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Preferred contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Contractor registration number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Property Information

Property address: \_\_\_\_\_

Building permit number: \_\_\_\_\_ Parcel number: \_\_\_\_\_

Legal description of the property (please attach as Exhibit A)

*[This section to be completed by Vancouver Development Review Services staff]*

#### Impact Fee Calculation

Total fees due: \_\_\_\_\_

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

Building Permit Issued: \_\_\_\_\_

Impact Fee Due Date: \_\_\_\_\_

## Things To Consider

- #1** An impact fee deferral application must be submitted for each parcel to be developed.
- #2** The deferral period shall not exceed a period of 18 months from issuance of the building permit.
- #3** Impact fees must be paid before the scheduling of final inspection.
- #4** The amount of impact fees deferred will be determined by the fees in effect at the time the applicant applies for a deferral.
- #5** The impact fee for residential development will be computed by applying the traffic, park, and school impact fees.
- #6** The City of Vancouver may institute foreclosure proceedings for unpaid impact fees due. For unpaid School Impact Fees, School Districts may also institute foreclosure proceedings.

**WHEN RECORDED, RETURN TO:**

**City of Vancouver  
P.O. Box 1995  
Vancouver, WA 98668**

**AGREEMENT FOR LIEN AND LIEN FOR DEVELOPMENT**

**IMPACT FEES (RCW 82.02.050(3)(c))**

**Lien for Benefit of Grantee:** City of Vancouver, a municipal corporation

**Person(s) Indebted to Grantee (“Grantor(s)”):** \_\_\_\_\_

**Reference Number(s) of Related Document(s):** \_\_\_\_\_

**Impact Fee Deferral Application Number:** \_\_\_\_\_

**Principal Amount of the Lien for Development Impact Fees:** \_\_\_\_\_

**Assessor’s Tax Parcel Number:** \_\_\_\_\_

**Legal Description (Abbreviated):** \_\_\_\_\_

**Full legal description:** See Exhibit A attached.

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This AGREEMENT FOR LIEN FOR DEVELOPMENT IMPACT FEES (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between \_\_\_\_\_ (“Grantor”) and the CITY OF VANCOUVER, a Washington municipal corporation (“City” or “Grantee”).

I/we hereby request deferral of payment of impact fees associated with building permit # \_\_\_\_\_ and agree that impact fees of \$ \_\_\_\_\_ are due to the City of Vancouver at the time of final building inspection conducted by the City provided that the term of the impact fee deferral shall not exceed 18 months from the date of building permit issuance.

The City of Vancouver hereby claims a Lien for Development Impact Fees (which includes school, park and/or transportation impact fees), against the above described real property.

This agreement runs with the land and creates an obligation on behalf of the Grantor and owners of the affected real property. The agreement is binding on successors and assigns of the Grantor. The Grantor shall record this agreement in the Clark County property records and submit a copy of recording to the City.

The Grantor agrees and acknowledges that the City will not perform a final inspection on the property until the impact fees are paid. The Grantor acknowledges that the building cannot and will not be occupied prior to final inspection and issuance of a certificate of occupancy. The Grantor also acknowledges that the City and/or the \_\_\_\_\_ School District may pursue foreclosure proceedings if the impact fees are not paid.

The lien amount is due and owing to the City upon final building inspection conducted by the City but shall be due not later than eighteen months after issuance of the building permit provided for herein or \_\_\_\_\_. All payments shall be made payable to the City and shall be directed to the City of Vancouver 415 W. Sixth Street, Vancouver, WA 98668.

Upon payment of the impact fees, the City agrees to execute a Release of Lien, substantially in the form attached hereto as Exhibit B. The Grantor may, at his or her own expense, record the Release of Lien.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CITY OF VANCOUVER, WA  
GRANTEE/LIENHOLDER**

By: \_\_\_\_\_

Title:

Address: 415 W. Sixth Street

Vancouver, WA 98668

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GRANTOR(S)**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*



**EXHIBIT A**

**(Full Legal Description of Property)**