



## Public Facility Fee's Deferral and Waiver Criteria Form

This form is to be completed once the Stanislaus County Public Facilities Fees Administrative Guidelines have been reviewed:

<https://www.stancounty.com/ceo/econ-dev/pdf/adminguidelines.pdf>

### Form Instructions:

- Complete all sections that apply to your project.
- Attach all supporting documents as required.
- Submit the completed form to [inacioe@stancounty.com](mailto:inacioe@stancounty.com)

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### 1. Project Information

- a) Contact Information (*individual completing/submitting form*):
- b) Project Name:
- c) Project Location:
- d) Property Owner Name:
- e) Developer Name:
- f) Number of Units:
- g) PFF Estimate:  
(Obtain estimate from Planning & Community Development Department by emailing: [building@stancounty.com](mailto:building@stancounty.com))
- h) Number of Units by Income Level:

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### 2. Deferral and Waiver Criteria

- ☐ **Affordable Housing** – Contingent upon the housing being developed with assistance from a public agency, fees may be deferred the entire time period that the income eligibility, as set by the funding source, is maintained. However, the administrative fee portion shall not be deferred and shall be paid at time of building permit issuance.
  - a) Fees for housing developed for occupancy by moderate and low-income households defined as being 50 to 120 percent of the area median income, shall be afforded the opportunity to defer the fee.
  - b) Housing developed for occupancy by very low-income households shall be afforded the opportunity to waive the entire fee. Very low income is defined as less than 50 percent of the area median income.
- ☐ **PFF Installment Payment Program for Qualifying Non-Residential Projects** – In lieu of paying public facilities fees for a project at the time of obtaining a building permit for a project, a non-residential developer whose successful development activity will facilitate job creation or retention, address and identified community need, provide a “living wage”

(defined as at least 1½ the minimum wage), or are located in locations that meet strategic objectives of the County (i.e. transit oriented development, diverted trips through the use of rail, infill, anchor to a new business park, etc.), may make application to the Public Facilities Fees Committee to enter into a Multi-year PFF Payment Agreement with Stanislaus County to pay an initial amount of 20% of the total fee due at building permitting with the balance to be paid in equal annual payments. In no case shall the payment period exceed four years.

**Qualified projects must meet the following standards:**

- a) Project is of commercial, retail and/or industrial nature. Residential developments are NOT eligible for this fee deferment program.
- b) Facilitates job retention and/or creation within the first 12 months of project completion:
- c) The application provides satisfactory evidence that the project has one or more of the following characteristics:
  - 1. Provides for “living wage” jobs at least 1½ times the minimum wage;
  - 2. Supports a community need;
  - 3. Will likely attract other businesses;
  - 4. Will make a significant effort to reduce greenhouse gases; or
  - 5. Sited in a location that meets strategic objectives of the County (transit-oriented development, diverted trips through use of rail, infill, anchor to new business park, etc.).

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### **3. Supporting Documentation**

Please attach any necessary documents to verify the criteria checked above.

- ☐ Documentation that confirms occupancy
- ☐ Site Plans or Drawings with square footage by use type
- ☐ PFF Estimate Spreadsheet  
*(Obtain estimate from Planning & Community Development Department by emailing: [building@stancounty.com](mailto:building@stancounty.com))*

### **4. Additional Project Details**

- Project Description/Scope:
- Estimated Completion Date:
- Total Project Cost:

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## 5. Certification

By signing this form, I certify that the information provided is accurate and that the project meets the exemption criteria as checked above. I understand that submitting false information may result in disqualification from the exemption program.

- Authorized Representative Name:
- Title/Position:

Signature: \_\_\_\_\_

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

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### For Department Use Only:

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

Date Reviewed by PFF Committee: \_\_\_\_\_

☐ Approved (Date)

☐ Denied (Date)

Chair Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_