


2024 Impact Fees

Policy Number	PC-TEMP
Department	Community Development, Public Works
Division	Building, PW Plan Review
Effective Date	Draft FINAL - 11/4/24 <i>WJ</i>
Drafted By	Will West
Approved By	Chelsea Walton, Gwen Rowitsch 

WJ

1.0 Applicability: Development Services Representatives, Public Works Reviewers, Public Works Admin

2.0 Responsible Parties: Chief Building Official, Development Services Representatives, Public Works Reviewers, Public Works Admin

3.0 Policy Statement: As voted on by City Council, development impact fees will be increasing January 1, 2025. Applicants who submit plans prior to January 1, 2025, effective date of the new development impact fee schedule shall pay the impact fees in effect at the time of application submittal if the project meets the following conditions. Note: This policy may not apply to development subject to the provision in ARS 9-463.05(F).

4.0 Submittal:

4.1 A complete Building Permit application must be submitted before January 1, 2025.

4.1.1 The plan set must be complete. For the purpose of the fee deferral, complete means that staff will be able to perform a review of the project. If documents are missing or the plan set has not been created with the standard of care typically encountered, the City will void the permit application and the project must be resubmitted. Incomplete documents submitted to the City for sole intent of "beating the deadline" will be rejected.

- 4.1.2 The plans must include the project as it is intended to be built. Plan revisions that increase the configuration or square footage of the building will cause the permit to be subject to the 2025 fees. The process will not start over, but a new permit record will be created. For internal tracking, permits beginning with B24XX will be assessed with the 2024 impact fees.

5.0 Christmas Clause:

- 5.1 If plans are near completion, but not ready for a formal submittal, the applicant may apply for the permit and request an extension. The application will be submitted through the permitting portal for the appropriate permit type and subtype based on the project scope.
 - 5.1.1 The project submittal must be accompanied by a signed letter from the **applicant and owner** requesting the extension. The letter shall be submitted with the permit application and must be received prior to January 1, 2025.
 - 5.1.2 A full plan set and all available submittal documents must be submitted. The letter from the applicant will give a general note of what work still needs to be completed.
 - 5.1.3 The complete submittal package including all support documents must be submitted by January 31, 2025. If it is not, the permit will be voided, and a new permit application must be submitted.
 - 5.1.4 The initial plan submittal will be compared to the complete submittal. The floorplan must match, if the layout or square footage changes, the permit will be voided, and a new permit application must be submitted.

6.0 Issuance

- 6.1 All fees must be paid and the permit issued by June 30, 2025.
- 6.2 If the building permit is contingent on other permits or processes (Engineering Permit, Fire Permit, septic approval, replats, etc.) those permits or processes must be issued or completed.

7.0 Extensions

- 7.1 Extensions to the issued building permit will be granted in accordance with City Code 3-17-2, Section 105.5. If work has not commenced prior to the permit expiration, an extension will not be granted. The permit will be void. At the discretion of the Community Development Director, the permit documents may be accepted as approved for a new building permit; the 2024 fees would be refunded, and the project will be assessed fees based on the current fee schedule.