



**CITY OF WOODINVILLE**

**Development Services Department**

425-489-2754 • 17301 133<sup>rd</sup> Avenue NE • Woodinville, WA 98072

Monday – Thursday 7:30am – 5:00pm • Friday 7:30am – 4:00pm

**IMPACT FEE DEFERRAL APPLICATION**

<b>PROJECT/ TENANT NAME:</b>		<b>PERMIT NO:</b>
<b>PROJECT ADDRESS:</b>	<b>Unit #</b>	<b>PARCEL NO:</b>
<b>OWNER INFORMATION</b>		<b>PRIMARY CONTACT / AGENT</b>
<b>NAME:</b>	<b>NAME:</b>	
<b>ADDRESS:</b>	<b>ADDRESS:</b>	
<b>PHONE NUMBER:</b>	<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	<b>EMAIL ADDRESS:</b>	

**WHAT IS AN IMPACT FEE DEFERRAL?**

The City of Woodinville has adopted impact fees on new development in the city limits. Impact fees may vary by the intensity of the project or by year. Impact fees directly pay for the public infrastructure improvements required to accommodate new development. The City of Woodinville offers a deferred payment system for up to 20 single-family residential building permits per applicant per year.

**PROCESS**

1. The applicant may begin the fee deferral process at any time in advance of building permit issuance. The impact fee is calculated by the Development Services Department based on the fee schedule in effect at the time this application is submitted to the City. Impact fees do not vest and are subject to change.
2. The applicant must grant and record a deferred impact fee lien, provided on the following page, against the property in favor of the City in the amount of the deferred impact fee. This lien will be released upon payment of the impact fee. The applicant must provide the City with a copy of a current Title Report (created within 30 days of the recording of the lien) for verification.
3. If the property is owned by a company, partnership, corporation, or other entity, then the lien must be signed by an authorized company representative and documentation must be provided verifying this individual’s authority to sign.
4. The applicant must record the lien with the King County Recorder’s Office and is responsible for any fees associated with the recording of the lien and for complying with the requirements of the King County Recorder’s Office.
5. The applicant may then submit the Impact Fee Deferral Request form, a copy of the recorded lien and applicable administration fees.
6. Payment of the impact fee is due to Development Services prior to (1) final inspection; (2) issuance of the Certificate of Occupancy; or (3) within 18 months from the date of the first building permit issuance, whichever comes first. Once payment is received, the City will issue a lien release document that the applicant may file with the King County Recorder’s Office. The applicant is responsible for any fees associated with releasing the lien.

<b>CITY STAFF ONLY</b>	
<b>TOTAL FEES DUE:</b> _____	<b>PERMIT ISSUED DATE:</b> _____
<b>STAFF INITIALS:</b> _____ <b>DATE:</b> _____	<b>IMPACT FEE DUE DATE:</b> _____

**WHEN RECORDED, RETURN TO:**

**City of Woodinville  
Development Services Department  
17301 133<sup>rd</sup> Ave NE  
Woodinville, WA 98072**

**AGREEMENT FOR LIEN FOR IMPACT FEES**

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

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

**Reference Numbers of Related Documents:** \_\_\_\_\_

**Permit File Number(s):** \_\_\_\_\_

**Principal Amount of the Lien:** \_\_\_\_\_

**Name of Project:** \_\_\_\_\_

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

**Full Legal Description:** See Exhibit A attached.

This AGREEMENT FOR LIEN FOR DEVELOPMENT IMPACT FEES ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between \_\_\_\_\_ ("Grantor") and the CITY OF WOODINVILLE, a Washington municipal corporation ("City" or "Grantee").

I/we hereby request deferral of payment of impact fees associated with Building Permit No. \_\_\_\_\_ and agree that impact fees of \$\_\_\_\_\_ are due to the City of Woodinville prior to (1) final building inspection conducted by the City, (2) issuance of the certificate of occupancy or (3) the closing of the first sale of the property after issuance of the building permit, whichever comes first; provided that the term of the impact fee deferral shall not exceed 18 months from the date of building permit issuance.

The City of Woodinville hereby claims a Lien for Development Impact Fees (which may include 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 King County property records and submit 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 may pursue foreclosure proceedings if the impact fees are not paid.

The lien amount is due and owing to the City upon (1) final building inspection conducted by the City; (2) issuance of the certificate of occupancy; or (3) closing of sale of the above-described real property by the

escrow agent from the proceeds of sale, whichever comes first. The term of the impact fee deferral shall not exceed 18 months. All payments shall be made payable to the City and shall be directed to the Development Services Department at 17301 133<sup>rd</sup> Ave NE, Woodinville, WA 98072. 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 WOODINVILLE,  
GRANTEE/LIENHOLDER**

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

Title: \_\_\_\_\_

17301 133<sup>rd</sup> Ave NE  
Woodinville, WA 98072

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

**GRANTOR(S)**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

State of Washington, County of King

I certify that I know or have seen evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated he/she was authorized to execute the instrument and acknowledged it as his/her free and voluntary act and deed, for the uses and purposes stated therein.

Dated: \_\_\_\_\_

\_\_\_\_\_

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

NOTARY PUBLIC in and for the State of

Washington, residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_

State of Washington, County of King

I certify that I know or have seen evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated he/she was authorized to execute the instrument and acknowledged it as his/her free and voluntary act and deed, for the uses and purposes stated therein.

Dated: \_\_\_\_\_

\_\_\_\_\_

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

NOTARY PUBLIC in and for the State of

Washington, residing at: \_\_\_\_\_

My appointment expires: \_\_\_\_\_