



Community Development Department

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Transportation Impact Fee Deferral Program Information Sheet

- *What kind of projects can defer transportation impact fees?* – Any type of project requiring a Certificate of Occupancy may request to defer payment of transportation impact fees. There are certain restrictions based on the property owner. These restrictions are to reduce likelihood of default. Those restrictions are set by City Commission resolution and are shown on the reverse of this information sheet and on the application form.
- *What fees can be deferred?* – Only transportation impact fees can be deferred at this time.
- *When must deferred fees be paid?* – Any deferred fee must be paid prior to the Building Division issuing a Certificate of Occupancy allowing the use of a building..
- *Is there a cost to participate in fee deferral?* – Yes. **There is a \$50 non-refundable application fee.** There are also additional costs borne by the applicant to record required documents at the Gallatin County Clerk and Recorder's office.
- *How much might I save from participating?* – The deferral does not reduce the fee itself, it changes the timing of payment. Any savings will vary by project as the amount of the fee and the duration of construction process will both impact any interest savings on money borrowed for a shorter period. Larger projects with long building cycles will benefit the most.
- *How do I apply?* – The application form is available at the Building Division office or Community Development office at 20 E Olive Street or online at the Community Development Department website, www.bozeman.net. Enter 'impact fee deferral' in the search bar. The application has several statements and a signature block which must be completed by the property owner. The transportation impact fee deferral application should be submitted along with the application fee **AND** the building permit application.
- *What happens if I am approved?* – If you are approved the City will prepare a fee deferral agreement. The property owner must sign and return it to the Community Development office. The City will execute and return the agreement to the property owner for recording at the Gallatin County Clerk and Recorder's office. After evidence of recording is provided to the Building Division office, they will issue the building permit without payment of the transportation impact fee.
- *What happens if I am denied?* – If your application is denied you will be notified in writing as to the reasons for denial. You may still get a building permit, however payment of all transportation impact fees are due at the time of issuance of the building permit.
- *What is in the Agreement?* – The agreement contains the description of the project, the amount of fees deferred and terms for repayment. It also contains penalties in the event payment is not made according to the agreement.
- *What happens if I don't pay fees when due?* – The City will withhold the Certificate of

Occupancy and the building may not be used. There are also financial penalties assessed for non-payment of the deferred transportation impact fees.

- *If one or more of the following apply then the deferral of payment is not allowed.*
 - The property owner has had a foreclosure on any properties in the past four years.
 - The property owner has had any bankruptcy filing in the past four years.
 - The property owner has outstanding and unsatisfied Civil Judgment.
 - Taxes or other governmental fees due to the City of Bozeman on this property or other properties owned by the same property owner are late or unpaid.
 - All zoning or subdivision review steps for this site are not completed.
 - The property owner has been convicted of a felony offense involving theft or a related offense, or fraud.
- *The expected timelines for a fee deferral are as below.*

Process	Anticipated Time Frame
Application for deferral submitted to the Community Development Department in conjunction with the initial Building Permit application	
Application is reviewed by staff. The department will notify the applicant of approval or denial.	5-10 working days
Agreement and Notice of intent to lien is prepared by the City (please contact staff at least 5-7 working days prior to the anticipated date that the building permit will be issued for the project)	5-7 working days
Applicant signs Agreement and records the Agreement at the Gallatin County Clerk and Recorder and provides evidence of the recording at least two working days before issuance of the building permit.	2-3 working days
Building Permit issued, less deferred fees	
Project is built/completed	varies
Applicant notifies Building Division of request for final inspection and Certificate of Occupancy ((please contact Community Development staff at least 10 working days prior to anticipated date that the Certificate of Occupancy is desired)	10 working days
Payment of deferred fees – Prior to issuance of Certificate of Occupancy and preparation of Release (please contact Community Development staff 2-3 working days prior to anticipated date that the Certificate of Occupancy will be issued for the project)	2-3 working days

- For additional questions contact Chris Saunders at csaunders@bozeman.net or 582-2260.

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