



City of Ontario  
Planning Department  
303 East B Street  
Ontario, California 91764  
Phone: 909.395.2036  
Fax: 909.395.2420

***Development Impact Fee (DIF)  
Deferral Application Form***

Dear Applicant:

In an effort to improve customer service and ensure applications are processed as quickly as possible, the Planning Department finds it necessary to remind its clients that complete application submittals are crucial to the review process. In the past, accepting incomplete applications has led to errors and time delays at the end of the review process, and we do not want this to happen to you.

Consequently, the Planning Department staff will only accept complete applications at time of submittal. All items requested by this application packet must be provided before the Planning Department counter staff can accept your application for filing. Please review all minimum requirements prior to submitting your application, as staff do not have the authority to waive any requirements.

Please remember that failure to provide all of the required information will result in significant time delays in the processing of your application. If you have any questions regarding the necessity of any particular item required by this application packet, please feel free to contact the Planning Department counter supervisor to discuss your questions.

The Planning Department looks forward to a continued efficient and professional relationship with you in the future. If you have any questions, comments, or concerns regarding this matter, please feel free to contact the Planning Department at (909) 395-2036.

Respectfully,

Cathy Wahlstrom  
Planning Director

***ATTENTION!***

The City of Ontario strives to provide you with efficient and effective service in a businesslike manner. We are committed to the principle that every interaction you have with the City must be based on honesty and integrity.

City employees are prohibited by law from soliciting or accepting money, services, or gifts of any kind in connection with the discharge of their duties.

If you are approached or are aware of any violation of this policy, please immediately contact any of the following:

Scott Ochoa, City Manager ..... (909) 395-2396 or [sochoa@ontarioca.gov](mailto:sochoa@ontarioca.gov)  
Derek Williams, Police Chief..... (909) 395-2710 or [dwilliams@ontarioca.gov](mailto:dwilliams@ontarioca.gov)  
Ethics Line ..... (800) 500-0333



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## ***Development Impact Fee (DIF) Deferral Minimum Filing Requirements***

### ***WHAT IS THE DEVELOPMENT IMPACT FEE (DIF) DEFERRAL PROGRAM?***

City of Ontario Ordinance No. 3156 established the Development Impact Fee (DIF) Deferral Program. The DIF Deferral Program applies to residential and non-residential development city-wide to provide developers the option to defer City of Ontario DIF for a maximum period of two (2) years from the effective date of a DIF Deferral Agreement or until a final inspection is requested for the first unit or building within a construction phase(s), whichever occurs first.

The DIF Deferral Program shall be limited to only City of Ontario DIF and any other fees assessed at building permit issuance (e.g. IEUA fees, school fees, etc.) shall remain in full force and effect and not subject to deferment. DIF for the Species, Habitat Conservation, and Open Space Mitigation category is excluded from the deferral option and shall continue to be due and payable upon the issuance of a grading permit.

In order to qualify for the DIF Deferral Program, developers shall be required to submit a completed application, pay the applicable administration fee, and enter into a DIF Deferral Agreement with the City of Ontario, which will be recorded on the property to secure the developer's payment of DIF.

Please note, the amount of DIF due and payable to the City will be determined in accordance with the DIF schedule in effect at the time of payment and not at the time of building permit issuance. In no case shall a final inspection occur nor shall a certificate of occupancy be issued for any unit or building within the construction phase(s) unless and until all DIF fees due to the City of Ontario for such phase(s) have been paid.

### ***MINIMUM FILING REQUIREMENTS***

The minimum requirements for filing a DIF Deferral application are listed below. An application that does not include the following information will not be accepted for processing:

- Completed *DIF Deferral Application* and administrative fee (\$7,500).
- Confirm the “*Applicant*” listed on the application is the same entity name that will be issued the Building Permit(s).
- Any other plans or information that the Planning Director deems necessary to facilitate processing of the application.
- A complete list of the following:
  - (1) Tract/Parcel Number(s);
  - (2) Lot/Phase Number(s);
  - (3) Dwelling Type(s); and
  - (4) Number of Unit(s) for per each tract/parcel.



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## *Development Impact Fee (DIF) Deferral Application Form*

**GENERAL INFORMATION (PRINT OR TYPE)**

Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*(For staff use only)*

File No.: \_\_\_\_\_  
 \_\_\_\_\_  
 Related Files: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Rec'd by: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_  
 Cash     Check (# \_\_\_\_\_)  
 Credit Card  
 Receipt No.: \_\_\_\_\_

**PROJECT LOCATION**

Property Address: \_\_\_\_\_  
 Assessor's Parcel No(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERMITS/BUILDINGS PROPOSED FOR DIF DEFERRAL**

Complete list of the Tract/Parcel Number(s), Lot/Phase Number(s), Dwelling Type(s), and Number of Units: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT AFFIDAVIT**

I, the undersigned, do hereby certify and state that I am the applicant in the foregoing application, that I have read the foregoing application, and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

Furthermore, I hereby agree to defend, indemnify, and hold harmless the City of Ontario or its agents, officers, and employees, from any claim, action or proceeding against the City of Ontario or its agents, officers or employees, to attack, set aside, void, or annul any approval by the City of Ontario, whether by its City Council, Planning Commission, or other authorized board or officer, as it pertains to this application. The City of Ontario shall promptly notify the applicant of any such claim, action or proceeding, and the City of Ontario shall cooperate fully in the defense.

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

Name (print or type): \_\_\_\_\_

**NOTARY ACKNOWLEDGMENT**

*Note: The notary public completing this certificate is verifying only the identity of the individual signing the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.*

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ )  
CITY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
*Date* *Name of Notary Public*

Notary Public, personally appeared \_\_\_\_\_,  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

**PROPERTY OWNER AFFIDAVIT**

I, the undersigned, do hereby certify and state that I am the owner of the property in the foregoing application, that I have read the foregoing application, and that I know the content thereof, and do further state that the same is true and correct to the best of my knowledge and belief.

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

Name (print or type): \_\_\_\_\_

**NOTARY ACKNOWLEDGMENT**

*Note: The notary public completing this certificate is verifying only the identity of the individual signing the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.*

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_ )

CITY OF \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_,  
*Date* *Name of Notary Public*

Notary Public, personally appeared \_\_\_\_\_,  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)