

Impact Fee Payment Process Information

- Impact fees are one-time fees assessed to new development by cities or counties in order to pay for the expansion of services that is caused by new development.
- Impact fees are assessed at the earliest time possible for proposed development; for single-family homes, that is typically at the time of building permit application.
- Impact fees vary for different types, sizes, and locations (service areas) of buildings.
- When planning where, how, and when to build, you must consider impact fees as part of the cost of building.
- Buildings located in areas of the city that have established, adequate services are charged lower impact fees. Buildings located in areas of the city with fewer or no services are charged higher impact fees.
- Smaller buildings are generally charged lower fees, and vice versa.
- There are four impact fees, each with different rates. These are Parks, Recreation, Trails and Open Space Facilities, Drainage Facilities, Public Safety (Fire/Police) Facilities, and Roadway Facilities. These fees will be spent in the service area where you are building.
- Detailed maps and tables describing these variations in fees are available from the City of Albuquerque Planning Department (505) 924-3860 or online at www.cabq.gov/council/impactfees.html
- If you have been issued a preliminary plat approval or site development plan approval prior to December 10, 2004, and are ready to go straight to building permit, then you will not be eligible for impact fees until July 1, 2007. Please bring documentation with your application for Building Permit (e.g. recorded plat information or Planning Commission Approval) to verify your project's qualifications.
- If you have not been issued a preliminary plat approval or site development plan approval before December 10, 2004, then you must submit, and have accepted, a complete building permit application by 5:00 PM on Thursday, June 30, 2005 in order to remain exempt from impact fees.
- Impact fees will go into effect for all new development on July 1, 2005, but will be assessed at only 34% of their total cost until January 1, 2006.
- On January 1, 2006, impact fees will be charged at 67% of their total cost.

- Impact fees will be charged at full cost beginning on January 1, 2007.
- The following is a list of steps to take when applying for your building permit and paying your impact fees:
 1. The first step in the impact fee process is to fill out an impact fee worksheet. These are available from the Impact Fee Administrator at the One Stop Shop (600 2nd Street NW) at Plaza del Sol, and will help you estimate the cost of your fees BEFORE you apply for a building permit.
 2. After filling out your impact fee worksheet, you may meet with the Impact Fee Administrator to review it and get an estimate. At this point, you may either continue the building permit application process or change your application.
 3. If you choose to proceed, then you will return to the Impact Fee Administrator with your completed impact fee worksheet and your approved plans AFTER your building permit has been approved, but BEFORE it has been issued.
 4. The Impact Fee Administrator will then approve and stamp your impact fee worksheet. You will then proceed to Treasury to pay your building permit and impact fees.
 5. Be prepared to pay your impact fees at the time that you pay your building permit fee at the One Stop Shop at Plaza del Sol (600 2nd Street NW). You will only be issued a building permit at the time that you pay your impact fees.
 6. Your receipt from Treasury will be your building permit and verification that you have paid your impact fees.

Reminder: If your building permit expires before building has started, you are entitled to a 97% refund on your impact fees. You have 180 days from the issuance of your building permit until your first inspection. If for some reason you cannot build during this time, you may request an extension, but if you do not request an extension and do not build, then your building permit will be revoked if work does not commence within 10 days following your first inspection. Your building permit will also expire if work is suspended for 180 days at any time during the building process. In order to get a refund for your impact fee, you must submit an application for refund no later than 30 DAYS prior to the expiration of your building permit.