



## Systems Development Charge (SDC) Exemption Application

### REGULATED AFFORDABLE HOUSING EXEMPTION REQUEST

New Construction – Rental & For Sale | Allowed under TMC 3.24.100.D

COMPLETE ONE APPLICATION PER PERMIT NUMBER

APPLICANT/OWNER		CONTACT INFORMATION	
Name:		Work:	
Ownership Entity:		Mobile:	
Type of Entity: <input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Entity <input type="checkbox"/> Other:			
Business Mailing Address:		E-mail:	
Authorized Signatory Name:		Position:	
Signatory Email:		Signatory Phone:	

PROJECT INFORMATION			
Project Name:			
Project Address:			
Building Permit #:		Building Permit Application Date: <input type="checkbox"/>	
Tax Lot ID:		Property Tax Account #: R	
Description of Work:			
Type of Permit: <input type="checkbox"/> New Construction		<input type="checkbox"/> Rehabilitation	
Type of Building: <input type="checkbox"/> Residential Only		<input type="checkbox"/> Mixed-Use	
Construction Timeline: Estimated Start Date:		Estimated Completion Date:	
Unit Information			
Total # of Residential Units:		Total # of Units w/ restricted affordability:	
By Unit Type		By Unit Type	
Single Family Detached:		Single Family Detached:	
Single Family Attached:		Single Family Attached:	
Apartment/Condominium:		Apartment/Condominium:	

SUBMITTAL REQUIREMENTS		STAFF USE ONLY							
All required documents must be received before review will begin		Date Received:		By:					
		Date Approved:		By:					
<input type="checkbox"/> Completed Application <input type="checkbox"/> Proof of property ownership <input type="checkbox"/> Legal description of the property <input type="checkbox"/> Plat map <input type="checkbox"/> Copy of executed compliance agreement/contract with local, state or federal entity(ies)		BP Submittal Date:		BP Issue Date:					
		TSDCs EXEMPT		# of Units:		PSDCs EXEMPT		# of Units:	
		PER UNIT RATE		TOTAL EXEMPT		PER UNIT RATE		TOTAL EXEMPT	
		TSDC-R: \$		\$		PSDC-R: \$		\$	
		TSDC-I: \$		\$		PSDC-I: \$		\$	
		TSDC-RT: \$		\$		PSDC-N/RT: \$		\$	
		Credits Allowed: \$				Credits Allowed: \$			
		Total TSDC Exempt: \$				Total PSDC Exempt: \$			
Total All SDCs Exempt: \$									

**THE APPLICANT ACKNOWLEDGES AND AGREES THAT:**

1. Acceptance of this application and required documents by the City does not constitute an approval for an exemption. The City may grant an exemption only after all required documentation has been provided and City staff have reviewed and approved the request.
2. In the event the property or a portion of the property for which an exemption is granted ceases to be utilized for regulated affordable housing before the minimum 20-year occupancy requirement, the owner of the property will be required to pay to the City the amount of the exempted systems development charges, plus interest.
3. If the application is approved, the applicant must record the executed *Compliance Agreement, Declaration of Restrictive Covenants and Equitable Servitude* with Washington County prior to the City’s issuance of a building permit.
4. All statements made in this application are true and accurate and are made for the purpose of obtaining the exemption indicated herein.
5. Verification of any information contained in this application may be made at any time by the City of Tigard and the original copy of this application will be retained by the City.
6. The City, its agents, successors, and assigns will rely on the information contained in this application and the information represented herein; if any information should change prior to obtaining a certificate of occupancy, applicant will notify the City.

<b>CERTIFICATION</b>		
I, the Applicant, certify that I am the property owner, or an authorized agent thereof, and that the information provided in this application is true and correct.		
Signature:  _____ (Either an electronic or wet signature is acceptable)	<input type="checkbox"/> Property Owner <input type="checkbox"/> Other	Date:
Name and title:		
Business Address:  City, State & Zip:	Phone:	Email:

**An application will only be considered complete when all required documentation has been received.**

It is the applicant’s sole responsibility to ensure that the application for the SDC exemption is submitted and approved before the payment of all SDCs are due to the City, pursuant to Tigard Municipal Code Section 3.24.080. In accordance with TMC Subsection 3.24.080.B, the City may not issue a building permit or allow connection to the City’s systems until either all SDCs have been paid in full or an exemption has been granted.

Email application and respective attachments to [SDC@tigard-or.gov](mailto:SDC@tigard-or.gov)

Hard copy applications can be mailed/delivered to:  
 City of Tigard – SDC Administrator, 13125 SW Hall Blvd., Tigard, OR 97223

For questions call (503) 718-2662