



Systems Development Charge (SDC) Exemption Application

ACCESSORY DWELLING UNIT (ADU) EXEMPTION REQUEST

Allowed under TMC 3.24.100.F

COMPLETE ONE APPLICATION PER PERMIT NUMBER

APPLICANT/OWNER	CONTACT INFORMATION
Name:	Phone:
Mailing Address:	E-mail:
Name as it appears on Property Deed:	

PROJECT INFORMATION			
ADU Address:			
Building Permit #:		Building Permit Application Date:	<input type="checkbox"/>
Tax Lot ID:		Property Tax Account #s:	R
Description of Work:			
UNIT INFORMATION		Unit Square Footage	
<input type="checkbox"/>	Attached ADU		
<input type="checkbox"/>	Detached ADU		

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"/> Site plan	TSDC-R:	PSDC-R:
	TSDC-I:	PSDC-I:
	TSDC-RT:	PSDC-N/RT:
	Total TSDC Exempt: \$	Total PSDC Exempt: \$
	Total All SDCs Exempt: \$	BP Issue Date:

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 unit for which an exemption is granted is rented or listed as a short-term rental (AirBnB, VRBO, etc.) before the minimum 10-year restriction requirement, the owner of the property will be required to pay to the City the amount of the exempted systems development charges, plus interest. An advertisement of the accessory dwelling unit as a short-term rental is sufficient evidence for the City to assess the amount of exempted SDCs. This restriction will bind the property through transfers of ownership.

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.

CERTIFICATION		
I, the Applicant, certify that I am the property owner and that the information provided in this application is true and correct.		
Signature: _____ <small>(Either an electronic or wet signature is acceptable)</small>	Name:	Date:
Signature: _____ <small>(Either an electronic or wet signature is acceptable)</small>	Name:	Date:
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

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