

Engineering Division

**Application for:
SYSTEM DEVELOPMENT CHARGE CREDITS**

City of Happy Valley

16000 SE Misty Drive, Happy Valley, OR 97086 Phone (503) 783-3800 Fax (503) 658-5214
plans-engineering@happyvalleyor.gov



This application is for: (check only one) a separate application is required if wanting to apply for both.

☐ **PARKS SDCs** (COHV MC 3.05.110)

☐ **TRANSPORTATION SDCs** (COHV MC 3.04.050)

APPLICANT INFORMATION

(The entity to which the credits will be awarded):

Name:

Address:

City/State/Zip:

Contact Name:

Phone:

Email:

APPLICANT REPRESENTATIVE INFORMATION

(The entity submitting on behalf of Applicant)

Name:

Address:

City/State/Zip:

Contact Name:

Phone:

Email:

PROJECT INFORMATION

Project Name:

Land Use Number:

Number of Residential Units (if applying for PSDCs) _____

1. QUALIFIED IMPROVEMENTS

Credits may only be issued for qualified projects.

- Qualified TSDC eligible projects are found in [Appendix A "Capital Projects List" of the TSDC Methodology Report](#).
- Qualified PSDC eligible projects are listed in the Parks Capital Improvement Plan, in [Exhibit B of Resolution 17-48](#). Note: This list is not the same as the plan within the Parks Master Plan.

Are the improvements qualified public improvements from the respective Capital Projects List? Yes ☐ No ☐

If yes, please list each improvement and if it is on or contiguous to the site or not:

2. EXCEEDS REQUIRED CAPACITY

Does the qualified improvement exceed capacity required for the development?

Yes ☐ No ☐

Is there a Development Agreement between a developer and the City of Happy Valley in place?

Yes ☐ No ☐

If yes, include fully executed agreement with submittal.

SDC CREDIT REQUEST SUBMITTAL CHECKLIST

All items below are required to be considered a complete submittal.

- ☐ **Application and Fee**
- ☐ **Brief Memo** which includes a list of the creditable categories and a brief description of how the calculations were determined.
- ☐ **Table of Content** for quick reference to the various categories and supporting documentation.
- ☐ **Summary Spreadsheet** listing the creditable categories (Land Acquisition, Sitework, Steel Construction, Engineering Services, Permit Fees, etc.) and their total values. Show the total of these values and any deduction or increase required. Explain purpose of deduction/increase if applicable.
- ☐ **Heading or Divider Page** for the exhibits used for the various creditable categories with an explanation of why the information is included.
- ☐ **Drawings/Visuals** such as to scale construction plans/as-builts or cross sections which clearly depict the areas and items being requested for credit (by highlighting and/or noting in an easy-to-follow manner) need to be included. These sheets could also show calculations of how ROW, impervious surface and other items were determined.
- ☐ **Calculations** steps for all items need to be shown. Showing the steps in determining the requested amount can help expedite the review process.
- ☐ **Contractor Invoices** showing the creditable items highlighted and referenced in a manner each item can be quickly verified against the submitted calculation used for the credit request.
- ☐ **Permit Fees Receipts** and the calculations used to determine the percentages of those fees that would be for the creditable items.
- ☐ **Storm Report** from which the total site impervious area is derived. Indicate specific page the value can be found.
- ☐ **Traffic Impact Analysis** if submitting for TSDC credits.
- ☐ **Land Appraisal Documentation** (to be placed at the end of the submittal). Property appraisal of fair market value by a qualified, professional appraiser. (Appraisal assumes the value of real property on **or before the date of the City's land use or other permit decision.**)
- ☐ **Developer Agreement** when applicable.

Submit packet to plans-engineering@happyvalleyor.gov

FOR INTERNAL USE

Date Received: _____ Complete Incomplete: Yes ☐ No ☐ Payment Receipt # _____

If incomplete, reason for incompleteness: _____

Date(s) of resubmittals: _____

Date submittal deemed complete: _____