



CITY OF PORTLAND, OREGON

Development Services Center

Effective July 1, 2010

1900 SW Fourth Avenue, Suite 1500 • Portland, Oregon 97201 • www.portlandoregon.gov/bds

Systems Development Charge Form, Commercial Projects

| | |
|-----------------------------------|---------------------|
| FOR INTAKE, STAFF USE ONLY | |
| Date Rec _____ by _____ | Address _____ |
| Qtr Sec Map(s) _____ | _____ |
| Building Permit # _____ | Tax Account # _____ |

Systems Development Charges (SDCs) are collected by the bureaus of Environmental Services, Parks and Recreation, Portland Water Bureau and the Portland Office of Transportation to help offset the impact your project will add to the City's infrastructure of storm and sanitary sewer systems, parks and recreation facilities, water and street systems. Commercial SDC fees for Parks went in to effect January 1, 2009, please call 503-823-5105 for details. The Bureau of Development Services does not charge SDCs.

- Complete for:**
- new construction
 - adding or removing plumbing fixtures
 - building additions or tenant improvements that change the number of units
(as indicated on pages 2 and 3).
 - change of use or occupancy
 - increase of impervious surfaces over 500 sq. ft.

Applicant Name _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ email _____

Describe the scope of the project. If applicable, include detail on the existing use(s) of the structure. If a building has been demolished, provide the demolition permit number. Do not include the previous use information in column 4 in the following table (attach additional sheets as necessary).

What county is your project in? Multnomah, inside Portland Clackamas
 Multnomah, outside Portland Washington

Complete the table below and on the following page

Column 3: Enter the size (number of units) of your proposed development.

Column 4: If the project site has existing buildings or structures, enter the size (number of units) of the existing or most recent use.

| (1) Building Use Type | (2) Unit of Measure | (3) Units In Proposed Development | (4) Units In Existing or Most Recent Use |
|--|--------------------------------|---|--|
| Residential | | | |
| Multi Family (number of Units/Buildings) | dwelling | | |
| Senior Housing | dwelling | | |
| Rowhouse | dwelling | | |
| Nursing Home | beds | | |
| Congregate Care/Assisted Living | dwelling | | |
| Commercial Services | | | |
| Bank | sq ft/GFA | | |
| Walk-in Bank | sq ft/GFA | | |
| Day Care | students | | |
| Library | sq ft/GFA | | |
| Post Office | sq ft/GFA | | |
| Hotel/Motel | rooms | | |
| Service Station | Vehicle Fueling Position - VFP | | |
| Movie Theater | screen | | |
| Car Wash | wash stall | | |
| Health Club | sq ft/GFA | | |
| Marina | berth | | |
| Commercial Institutional | | | |
| School, K-12 | student | | |
| University/College | student | | |
| Church | sq ft/GFA | | |
| Hospital | Sq ft/GFA | | |
| Park | acre | | |
| Commercial Restaurant | | | |
| Restaurant | sq ft/GFA | | |
| Quick Service Restaurant (drive-through) | sq ft/GFA | | |

| (1) Building Use Type | (2) Unit of Measure | (3) Units In Proposed Development | (4) Units In Existing or Most Recent Use |
|-----------------------------|---------------------------|---|--|
| Commercial Retail | | | |
| Shopping Center | sq ft/GFA | | |
| Supermarket | sq ft/GFA | | |
| Convenience Market | sq ft/GFA | | |
| Discount / Department Store | sq ft/GFA | | |
| Miscellaneous Retail | sq ft/GFA | | |
| Car Sales, New and Used | sq ft/GFA | | |

Commercial Office

| | | | |
|-------------------------|-----------|--|--|
| Administrative Office | sq ft/GFA | | |
| Medical Office / Clinic | sq ft/GFA | | |

Commercial Industrial

| | | | |
|----------------------------------|-----------|--|--|
| Light Industrial / Manufacturing | sq ft/GFA | | |
| Self-storage | sq ft/GFA | | |
| Warehouse / Storage | sq ft/GFA | | |
| Truck Terminal | acre | | |

PRIOR PAYMENT OF SDCs

Has the existing use paid a Transportation SDC since October 17, 1997? yes no

If yes, specify date paid: _____ amount paid: \$ _____ permit # on which it was paid: _____

Signature and Date (to be completed by all development review customers)

I certify that the information presented throughout this document is current and accurate to the best of my knowledge:

Signature _____ Date _____

Print name _____

Company name and your position _____

Bureau of Environmental Services (BES)

Fixture Worksheet and Stormwater Information Form

Residential/Multiple Dwellings (number of units): _____

NOTE: Residential units for mixed-use developments will be charged 0.8 EDU per unit or \$3,068.00/unit.
The commercial spaces will be charged by Plumbing Fixture Unit (PFU).

| Part I: Calculation of Plumbing Fixture Units (PFUs) for Commercial, Retail and Office spaces only. | | | | | |
|--|---|---|---|------------------------------|--|
| Fixture Type (for Commercial only) | Number of Fixtures to be Added [1] | Number of Fixtures to be Removed [2] | Net Change in Number of Fixtures [3] | Equivalency Factor [4] | Net Change in Number of PFUs |
| <i>Calculation</i> | | | [1] – [2] | | [3] x [4] |
| Bathtub or combination bath/shower | | | | 2.0 | |
| Clothes washer | | | | 6.0 | |
| Dental unit or cuspidor | | | | 1.0 | |
| Dishwasher | | | | 2.0 | |
| Drinking fountain or water cooler | | | | 0.5 | |
| Laundry sink | | | | 2.0 | |
| Lavatory (wash basin) single | | | | 1.0 | |
| Lavatory (wash basin) sets of 2 or 3 | | | | 2.0 | |
| Shower stall | | | | 2.0 | |
| Sink, commercial, food & service | | | | 3.0 | |
| Sink, general | | | | 2.0 | |
| Urinal | | | | 2.0 | |
| Water closet (toilet) private | | | | 4.0 | |
| Other*(floor sink / floor drain) | | | | 1.0 | |
| Other*(Specify) | | | | | |
| Other*(Specify) | | | | | |
| Other*(Specify) | | | | | |
| * For Other fixtures, use PFU values from Oregon Plumbing Specialty Code | | | | | Total of Net Changes in PFUs (if negative enter negative number) (if applicable show negative number for future credit) |

Storm Water Identification:

Are you increasing the impervious surface: yes no

If yes, please note the Impervious Surface Area (i.e. hard surface such as roof, asphalt, concrete, building footprint, etc.) as requested below:

Total impervious area on site after completion: _____ sq. ft.

Existing impervious area before construction: _____ sq. ft.

New impervious area to be added to site: _____ sq. ft.

Provide the amount of lineal footage of property fronting all public rights-of-way: _____ ft.

Portland Water Bureau

Water Meter Sizing Worksheet - Commercial or Mixed Use

Revised: May 2008 According to UPC-2005-Appendix A

| | |
|------------------------|-----------------|
| Building Permit Number | Service Address |
|------------------------|-----------------|

| | (1) | | (2) | | (3) | | (4) | | (5) | | (6) | | (7) |
|--|-------|---------------------------|-------|--------------------------------|-------|---------------------|-------|----------------|-----|---------------|-------|--------------------------|-----|
| Type of Fixture | | Fixtures in New Structure | | Fixtures in Existing Structure | | Fixtures Re-removed | | Total Fixtures | | Fixture Value | | Total Fixture Unit Value | |
| Sink, Clinic | _____ | + | _____ | -- | _____ | = | _____ | x | 3.0 | = | _____ | | |
| Sink, Kitchen | _____ | + | _____ | -- | _____ | = | _____ | x | 1.5 | = | _____ | | |
| Sink, Service or Mop Basin | _____ | + | _____ | -- | _____ | = | _____ | x | 3.0 | = | _____ | | |
| Sink, Laundry | _____ | + | _____ | -- | _____ | = | _____ | x | 1.5 | = | _____ | | |
| Sink, Bar | _____ | + | _____ | -- | _____ | = | _____ | x | 2.0 | = | _____ | | |
| Sink, Lavatory | _____ | + | _____ | -- | _____ | = | _____ | x | 1.0 | = | _____ | | |
| Bathtub or Tub/Shower | _____ | + | _____ | -- | _____ | = | _____ | x | 4.0 | = | _____ | | |
| Shower | _____ | + | _____ | -- | _____ | = | _____ | x | 2.0 | = | _____ | | |
| Urinal, 1.0 GPF | _____ | + | _____ | -- | _____ | = | _____ | x | 4.0 | = | _____ | | |
| Urinal, > 1.0 GPF | _____ | + | _____ | -- | _____ | = | _____ | x | 5.0 | = | _____ | | |
| Water Closet, 1.6 GPF Gravity Tank | _____ | + | _____ | -- | _____ | = | _____ | x | 2.5 | = | _____ | | |
| Water Closet, 1.6 GPF Flushometer Valve | _____ | + | _____ | -- | _____ | = | _____ | x | 5.0 | = | _____ | | |
| Water Closet, >1.6 GPF Flushometer Valve | _____ | + | _____ | -- | _____ | = | _____ | x | 8.0 | = | _____ | | |
| Clothes Washer, domestic | _____ | + | _____ | -- | _____ | = | _____ | x | 4.0 | = | _____ | | |
| Dishwasher | _____ | + | _____ | -- | _____ | = | _____ | x | 1.5 | = | _____ | | |
| Drinking Fountain | _____ | + | _____ | -- | _____ | = | _____ | x | 0.5 | = | _____ | | |
| Hose Bibb | _____ | + | _____ | -- | _____ | = | _____ | x | 2.5 | = | _____ | | |
| Hose Bibb, each additional | _____ | + | _____ | -- | _____ | = | _____ | x | 1.0 | = | _____ | | |

Note: Fixture units for flushometers are approximate values. Values may be adjusted by Portland Water Bureau Staff on a case by case basis.

Total Fixture Units = _____

Instructions

- Column 2: Enter the total number of each fixture type intended for the completed new structure
- Column 3: If the project has an existing structure that will be utilizing the same water meter enter the total number of each fixture type currently in the existing structure.
- Column 4: Enter the number of fixture connections that will be permanently removed from the new structure.
- Column 5: Sum of column 2 and 3 minus column 4
- Column 6: Per unit value of each fixture type
- Column 7: Enter the number of column 5 times Column 6

| Fixture Unit Count (column 7 total) | Required Meter Size |
|-------------------------------------|---------------------|
| 0 – 22 | 5/8" meter |
| 22.5 – 37 | 3/4" meter |
| 37.5 – 89 | 1" meter |
| 89.5 – 286 | 1.5" meter |
| 286.5 – 532 | 2" meter |
| 532.5 – 1,300 | 3" meter |
| 1,300.5 – 3,600 | 4" meter |
| 3,600.5 – 8,200 | 6" meter |

NOTE: There may be SDC credit if existing meters are utilized or removed. SDC fees are not assessed to fire lines. Fees are due at time water service installation is paid. Call Portland Water Bureau Development Services, 503-823-7368 with any questions.

Definitions

from Institute of Transportation Engineers Trip Generation Manual

Gross Floor Area (GFA)

The sum (in square feet) of the area of each floor level in the building, including cellars, basements, mezzanines, penthouses, corridors, lobbies, stores and offices, that are within the principal outside faces of exterior walls, not including architectural setbacks or projections. Included are all areas that have floor surfaces with clear standing head room (6 feet, 6 inches minimum) regardless of their use. If a ground-level area, or part thereof, within the principal outside faces of the exterior walls is not enclosed, this GFA is considered part of the overall square footage of the building. However, unroofed areas and unenclosed roofed-over spaces, except those contained within the principle outside faces of exterior walls, should be excluded from the area calculations. For purposes of trip generation and parking generation calculations, the GFA of any parking garages within the building should not be included within the GFA of the entire building. The unit of measurement for office buildings is currently GFA; however, it may be desirable to also obtain data related to gross rentable area and net rentable area. With the exception of buildings containing enclosed malls or atriums, GFA is equal to gross leasable area (GLA, explained next) and gross rentable area.

Gross Leasable Area (GLA)

The total floor area designed for tenant occupancy and exclusive use, including any basements, mezzanines, or upper floors, expressed in square feet and measured from the centerline of joint partitions and from outside wall faces. For purposes of trip generation and parking generation calculations, the floor area of any parking garages within the building should not be included within the GLA of the entire building. GLA is the area for which tenants pay rent; it is the area that produces income. In the retail business, GLA lends itself to measurement and comparison; thus, it has been adopted by the shopping center industry as its standard for statistical comparison. Accordingly, GLA is used for shopping centers. For strip centers, discount stores and freestanding retail facilities, GLA usually equals GFA.

Optional Alternate Rate and Fee Calculation Transportation

If you want us to use trip generation rates other than those used in the City's Transportation SDC Ordinance and Rate Study, you must submit data certified by a professional traffic engineer. Use *Request for Alternate Trip Generation Rate and SDC Calculation Form TSDC-3* to submit such data, and attach it to this application. Institutional development (educational and medical campuses) may elect to base SDC on annual changes in trip generation. Submit *Election by Institutional Development of Special Trip Generation Rate and SDC Calculation Form TSDC-4*.

Parks

If you want us to use an alternate number of persons per Dwelling Unit than those used in the City's Parks SDC Methodology Study, you need to submit documentation,

analyzed and certified by a suitable and competent professional. Alternative SDC rate calculations must be based on analysis of occupancy of classes of structures, not on the intended occupancy of a particular New Development. Use Request for Alternative occupancy and SDC Calculation (Form PSDC-6) to submit such data, and attach it to this application.

Optional Credit for Providing Qualified Public Improvements Transportation

If you want to reduce the amount of your Transportation SDC, you may make improvements to specific transportation facilities in the City of Portland. Use "Request for Credit for Qualified Public Improvement" Form TSDC-5 to submit such data, and attach it to this application.

Parks

To reduce the amount of your Parks SDC, you may donate property or improvements to certain qualified park facilities in the City of Portland. Use "Request for Parks SDC Credit for Qualified Public Improvement" (Form PSDC-7) to submit a request, and attach it to this application.

Timing and Method of Payment

The City will give you a Notification of SDC Fees if you are required to pay any charges for your development. At this point you will decide when and how to pay for the SDCs.

For all SDCs...

- Pay by cash, check, money order or credit card at the time the City issues a building permit.
- Water SDCs are due when water services are purchased. Pay by check, money order or credit card.
- Request a City loan by completing and signing an installment contract to pay the SDCs in monthly installments over a number of years.*
- Defer payment for 6, 9, or 12 months, depending on the project valuation.
- Transfer SDC credits (contact respective bureaus for more information).

* **SPECIAL NOTE:** The City secures a loan or deferral by recording a lien on the benefited property. The lien remains in effect until the SDCs are paid in full. The City charges a non-refundable processing fee to cover the expense of setting up a loan or deferral. The installment contract must be signed by the property owner of record before the City authorizes a loan for the SDCs.

If you need help:

If you need help with this form or have questions about your Systems Development Charge (SDC) please call:
Portland Office of Transportation..... 503-823-7002
Bureau of Parks and Recreation 503-823-5105
Bureau of Environmental Services 503-823-7761
Bureau of Water Works 503-823-7368

Portland Housing Bureau (PHB) administers the SDC Exemption Program for affordable housing.

For more information:

Website: www.portlandoregon.gov/phb/sdc

E-mail: indirect@portlandoregon.gov | Phone: 503-823-3270