



## SYSTEMS DEVELOPMENT CHARGE FORM | Commercial Projects

Effective July 1, 2018

<b>FOR INTAKE, STAFF USE ONLY</b>	
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 Bureau 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
  - change of use or occupancy
  - increase of impervious surfaces over 500 sq. ft.
- (as indicated on pages 2 and 3).**

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 and include the previous use information in column 4 in the following table (attach additional sheets as necessary).

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What county is your project in?

<input type="checkbox"/> Multnomah, inside Portland	<input type="checkbox"/> Clackamas
<input type="checkbox"/> Multnomah, outside Portland	<input type="checkbox"/> 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
<b>Residential</b>			
Single or Multi family	Dwelling		
	699 sq feet or less		
	700 sq feet to 1,199 sq feet		
	1,200 sq feet to 1,699 sq feet		
	1,700 sq feet to 2,199 sq feet		
	2,200 sq feet or more		
Senior Housing/Assisted Living/Nursing Home	Dwelling		
	699 sq feet or less		
	700 sq feet to 1,199 sq feet		
	1,200 sq feet to 1,699 sq feet		
	1,700 sq feet to 2,199 sq feet		
	2,200 sq feet or more		
<b>Commercial Services</b>			
Bank	sq ft/GFA		
Day Care	sq ft/GFA		
Hotel/Motel	sq ft and rooms		
Service Station	Vehicle Fueling Position - VFP		
Movie Theater/Event Hall	sq ft		
Car Wash	sq ft and wash stall		
Health Club	sq ft/GFA		
<b>Commercial Institutional</b>			
School, K-12	sq ft/GFA		
University/College/Jr College	sq ft and student		
Church	sq ft/GFA		
Hospital	Sq ft/GFA		
Park	acre		
<b>Commercial Restaurant</b>			
Restaurant (stand-alone)	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
<b>Commercial Retail</b>			
Shopping/Retail	sq ft/GFA		
Convenience Market	sq ft/GFA		
Free Standing Retail Store/Supermarket	sq ft/GFA		
Car Sales, New and Used	sq ft/GFA		
<b>Commercial Office</b>			
Administrative Office	sq ft/GFA		
Medical Office / Clinic	sq ft/GFA		
<b>Commercial Industrial</b>			
Light Industrial / Manufacturing	sq ft/GFA		
Self-storage	sq ft/GFA		
Warehouse / Storage	sq ft/GFA		
Other			

**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:

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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 \$5,156.00/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]
Bar Sink				2.0	
Bathtub or Combination Bath/Shower				4.0	
Clothes Washer				4.0	
Dental Unit or Cuspidor				1.0	
Dishwasher				1.5	
Drinking Fountain or Water Cooler				0.5	
Laundry Sink				1.5	
Lavatory (wash basin), single				1.0	
Lavatory (wash basin), sets of 2 or 3				2.0	
Service Sink or Mop Basin				3.0	
Shower Stall				2.0	
Sink, Commercial, Food & Service				3.0	
Sink, General				2.0	
Urinal				2.0	
Water Closet, Private				3.0	
Other* Floor Drain				2.0	
Other* (Specify)					
* For Other fixtures, use PFU values from Oregon Plumbing Specialty Code	<b>Total of Net Changes in PFUs</b> (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
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(1) Type of Fixture	(2) Total Fixtures in New/Remodeled Structure		(3) Fixture Values	(4) Total Fixture Unit Value
Bar Sink = _____		x	2.0	= _____
Bathtub or Tub/Shower = _____		x	4.0	= _____
Clinic Sink = _____		x	3.0	= _____
Clothes Washer = _____		x	4.0	= _____
Dishwasher = _____		x	1.5	= _____
Drinking Fountain = _____		x	0.5	= _____
Hose Bibb, 1st one = _____		x	2.5	= _____
Hose Bibb, each additional = _____		x	1.0	= _____
Kitchen Sink = _____		x	1.5	= _____
Laundry Sink = _____		x	1.5	= _____
Lavatory Sink = _____		x	1.0	= _____
Mop or Service Sink = _____		x	3.0	= _____
Shower = _____		x	2.0	= _____
Urinal, 1st one* = _____		x	20.0	= _____
Urinal, each additional* = _____		x	10.0	= _____
Water Closet, 1.6 GPF Gravity Tank = _____		x	2.5	= _____
Water Closet, Flushometer Valve 1st one* = _____		x	40.0	= _____
WC Flushometer Valve, each additional* = _____		x	20.0	= _____

**\*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 for the completed new structure. If the project has an existing structure that will be using the same water meter enter the total number of each fixture type for the completed project.

Column 3: Per unit value of each fixture type

Column 4: Enter the number of column 2 times column 3

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 and gross rentable area.

### 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 for residential development, or resident equivalents for non-residential development than those used in the City's Parks SDC Methodology Report, 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 Alternative SDC Rate Request (Form PSDC-6) 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 Bureau of Transportation..... 503-823-7002  
Bureau of Parks and Recreation ..... 503-823-5105  
Bureau of Environmental Services ..... 503-823-7761  
Portland Water Bureau ..... 503-823-7368

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

For more information:

Website: [www.portlandoregon.gov/phb/sdc](http://www.portlandoregon.gov/phb/sdc)

E-mail: [Inclusionary-Housing@portlandoregon.gov](mailto:Inclusionary-Housing@portlandoregon.gov)

Phone: 503-823-9042