



TRANSPORTATION DEVELOPMENT TAX (TDT) Unincorporated Washington County Process

Chronological Checklist of Steps: For Applicant's Use

Applicant: _____ **Project:** _____

The TDT is a tax that applies to all development within Washington County. (This checklist does not address TDT procedures of incorporated cities: contact city staff for particulars of TDT processing within any incorporated area of Washington County). This is a basic checklist to assist applicants within unincorporated Washington County in estimating the tax, making payment arrangements, obtaining credits where available, and obtaining further information. Applicants should review Washington County Code Chapter 3.17 or contact staff listed below with questions.

Contacts: Current Planning:
 Single Family Dwelling (SFD): [Cetera Heino@co.washington.or.us](mailto:Cetera_Heino@co.washington.or.us) (Teri) 503-846-3834
 Commercial and Residential other than One SFD: [Eileen Cunningham@co.washington.or.us](mailto:Eileen_Cunningham@co.washington.or.us) 503-846-3828
 Development Services Accounting: [BLDG Finance@co.washington.or.us](mailto:BLDG_Finance@co.washington.or.us) 503-846-3677
 Engineering: [ENG Review@co.washington.or.us](mailto:ENG_Review@co.washington.or.us) 503-846-7900
 Assurances: LUTassurances@co.washington.or.us Assurance Coordinator 503-846-3843

NOTE: If Building Permits aren't needed (e.g. for certain golf course/park proposals, etc.) disregard "When" column below – all TDT requirements must instead be completed prior to Final Land Use Approval.

For any Project

Preliminary		
What (Document/Action)	Who	When
Complete TDT Estimate form (Available in PSB-350 lobby and online at http://www.co.washington.or.us/TDT)	Applicant obtains (for self-calculation)	First contact (via Pre-Application Conference, lobby visit, web search, etc.)

For One Single Family Detached Dwelling (SFD) Only

Prior to issuance of Building Permit		
What (Document/Action)	Who	When
If applicable, submit Credit Voucher (if any TDT credit approved for the underlying development, via steps in the table below, is to be applied to the SFD lot)	Applicant: Credit Voucher to Current Planning	Prior to issuance of Building Permit (WCC 3.17.080.H) and prior to TDT Payment
Pay TDT due (or submit Bancroft/Installment Agreement)	Applicant (at Building Services Counter)	Prior to issuance of Building Permit (WCC 3.17.060.A). NOTE: WCC 3.17.060.B precludes payment deferral for SFDs. See WCC 3.17.060 for Bancroft/Installment Agreements.

For Commercial and Residential Other than One SFD

After Land Use Review: If Conditions of Approval Require a Facility Permit (If not, skip to Page 2)		
What (Document/Action)	Who	When
Obtain Public Improvement Plan Approval Letter (Generally includes note as to whether improvements <u>may</u> qualify for TDT credit. See note at top of Page 2)	Engineering sends to Applicant	After Engineering Division review and approval of Applicant's submitted plans (for public improvements required via land use review)
Request Final Inspection of constructed public improvements	Applicant contacts Assurances	After Applicant constructs required public improvements
Receive Acceptance Letter (accepting construction of required public improvements as consistent with Road Standards and final approved plan)	Assurances sends to Applicant	After County inspection and acceptance of required public improvement construction

For Commercial and Residential Other than One SFD (Continued from Page 1)

After Land Use Review: <u>Whether or Not</u> Conditions of Approval Require a Facility Permit		
What (Document/Action)	Who	When
<p><i>NOTE: For projects requiring a Facility Permit, the Credit Request Form noted below, a <u>courtesy</u> notice of eligibility to apply for credit, and a <u>courtesy</u> notice of the 90-day application window are generally sent with the aforementioned Public Improvement Acceptance Letter; but in all cases it is the applicant's responsibility to obtain, complete, and submit the Credit Request Form in accord with time limitations under WCC 3.17.080.A. The request form is also available in the PSB-350 lobby and at: http://www.co.washington.or.us/TDT</i></p>		
<p>If constructed improvements and/or dedicated right-of-way may qualify* for TDT credit (per WCC 3.17.070.A through C):</p> <p>Submit Credit Request Form (and supporting documentation)</p> <p><i>*Note: Contact Engineering with credit eligibility questions. See Also, http://www.co.washington.or.us/TDT - "Procedures Manual" [flow chart (page 34) & associated "Project List" (Appendix C)].</i></p>	<p>Applicant prepares and submits to Engineering Division</p>	<p>Within 90 days after County acceptance of required completed public improvements. (WCC 3.17.080.A); OR</p> <p>In cases where no Facility Permit has been required <u>and</u> only right-of-way dedication may be eligible for credit, within 90 days of dedication recording date.</p>
<p>Obtain Credit Voucher (if any requested TDT credit approved)</p>	<p>Development Services Accounting sends to Applicant (if any TDT credit approved)</p>	<p>Within 30 days after Engineering receives technically complete Credit Request from Applicant (WCC 3.17.080.B)</p>
During Building Permit Application Process: <u>Whether or Not</u> Conditions of Approval Require a Facility Permit		
<p>Submit completed, signed TDT Estimate Form (see first entry on Page 1 of this checklist)</p>	<p>Applicant submits to Current Planning</p>	<p>When Applicant submits Building Permit Application</p>
<p>Receive formal TDT Payment Option Notice [showing calculation, approved deductions for prior uses, approved credits (if available), payment and deferral options, and appeal information]</p>	<p>Current Planning sends to Applicant</p>	<p>During Building Permit Application review</p>
<p>Submit Credit Voucher (if approved credit voucher was granted) with a letter requesting that credit be applied</p>	<p>Applicant submits to Current Planning</p>	<p>Prior to issuance of Building Permit and within 10 years from date of voucher issuance (WCC 3.17.080.H and I)</p>
<p>Complete, sign and return TDT Payment Option Notice with selected payment method marked (and if Bancroft/installment agreement marked, attach copy of recorded agreement processed by Assessment & Taxation)</p>	<p>Applicant submits to Current Planning</p>	<p>Prior to issuance of Building Permit</p>
<p>Pay full TDT (if total is \$8,706 [2018-19] or less, or if full payment option marked within above TDT Payment Option Notice)</p>	<p>Applicant (Make payment at Building Services Counter)</p>	<p>Prior to issuance of Building Permit (WCC 3.17.060.A)</p>
<p>Pay any deferred TDT (unless otherwise approved through recorded Bancroft installment agreement)</p>	<p>Applicant (Make payment at Building Services Counter)</p>	<p>Prior to issuance of Occupancy Permit (WCC 3.17.060.B)</p>

Note: Washington County Code (WCC) citations in this checklist denote mandatory deadlines and requirements. County staff may provide additional written or verbal notice, but it is the applicant's responsibility to comply with all WCC requirements relating to TDT.
Page 2 of 2