



**WASHINGTON COUNTY**  
 Dept. of Land Use & Transportation  
 Development Services Division Current  
 Planning  
 155 N. 1<sup>st</sup> Avenue, #350-13 Hillsboro,  
 OR 97124  
 Ph. (503) 846-8761  
 www.washingtoncountyor.gov/tdt

# Application for Change of Use Discount

on the Transportation Development Tax (TDT)

Note: Attachments are required for items in shaded boxes.

**1. Application Date:** (Date when form is submitted to County)

Month:	Day:	Year:
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**2. Applicant:** Contact information is required for all parties in the table below. If any of the below is duplicative, write "S/A property owner," etc. If proposed occupant is not known, write "not known."

Property Owner	Development Applicant	Occupant or Proposed Occupant
Name/entity:	Name/entity:	Name/entity:
Owner address:	Applicant address:	Current address of occupant:
City/State/ZIP:	City/State/ZIP:	City/State/ZIP:
Phone:	Phone:	Phone:
Email:	Email:	Email:

**3. Project and Site Information:**

Project Title:	Map and Tax Lot:
Site Address:	Land Use Case File #:
	Building Permit #:
Check one: <input type="checkbox"/> Site is in unincorporated Washington County <input type="checkbox"/> Site is within the City of: _____	
Is this the first time a TDT Change of Use Discount is being requested for this site?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (attach a copy of the previous Change of Use Discount Application)	

**4. Building Age:** To be eligible for a discount, the building must be at least three years old, and lawfully built and occupied. Please provide the following information and attach evidence of building age:

Date when the building <u>first</u> received a certificate of occupancy (MM/DD/YYYY): If this date is not known, please provide the estimated year when the building was completed.	
<input type="checkbox"/> The following evidence is attached to show building age:	
As of the submittal date of this form, the building is (check one):	
<input type="checkbox"/> Less than 3 years old <input type="checkbox"/> 3 years old or older, but less than 20 years old <input type="checkbox"/> 20 years old or older <input type="checkbox"/> A mix of ages (describe in the space below)	

**5. Previous Use:** *To be eligible for a discount, the previous land use must have been lawfully established with a certificate of occupancy and payment of TDT or Traffic Impact Fee (if established after 1990). Please provide information and attach evidence for each of the following:*

Date when the building received a certificate of occupancy for the <u>most recent</u> use:		
<input type="checkbox"/> Copy of certificate of occupancy is attached. <input type="checkbox"/> Alternative evidence is attached. Describe:		
TDT or Traffic Impact Fee (TIF) paid for the previous use: <i>Note: This amount does not enter into discount calculations.</i>	Amount: \$	Payment date:
<input type="checkbox"/> Copy of check or other proof of payment is attached, showing TDT or TIF paid.		
Name of previous occupant(s):		
Land use category of previous occupant, as categorized in the TDT Rate Table:	ITE code of previous land use, as shown in the TDT Rate Table:	Gross floor area of previous use (square feet):

**6. Proposed Use:** *To be eligible for a discount, the proposed land use must be one for which TDT is calculated by thousand square feet gross floor area (TSFGFA) or thousand square feet gross leasable area (TSFGLA) in the TDT Rate Table. A maximum of 5,000 square feet is eligible for a discount. Newly constructed buildings or additions are not eligible. Please provide the following details and attachments regarding the proposed use.*

Name of proposed occupant(s):		
Land use category of proposed occupant, as categorized in the TDT Rate Table:	ITE code of proposed use, as shown in the TDT Rate Table:	Gross floor area of proposed use (square feet):
Does any part of the proposed use consist of new construction? <input type="checkbox"/> Yes: _____ square feet <input type="checkbox"/> No		
Please attach a drawing depicting the building and the premises within the building to which the change of discount will apply.		
<input type="checkbox"/> Drawing is attached.		

**7. Discount Calculation:** *If the change of use applies to a building or space with 5,000 or fewer square feet of gross floor area, proceed to step A below. If the change of use applies to a building or space with greater than 5,000 square feet gross floor area, skip to step B. Both options require information from the TDT Rate Table.*

**A. 5,000 s.f. or smaller:** *The entire change of use area may be eligible for a discount.*

Land Use Category	ITE Code	TSFGFA or TSFGLA (Gross square feet ÷ 1,000)	X	TDT Rate	=	TDT Calculation
i. Proposed Use			X	\$	=	\$
ii. Previous Use			X	\$	=	\$
Line i minus line ii:						\$
Multiply by 0.5 for buildings 3 years old or older, but less than 20 years old; or Multiply by 0.25 for buildings 20 years old or older:						x 0.5    or    x 0.25 (circle one)
Discounted TDT Due:						\$

**B. Larger than 5,000 s.f.:** For buildings/spaces larger than 5,000 square feet, calculate the discounted TDT for the first 5,000 square feet, then calculate the non-discounted TDT for the remaining square footage, then add the two calculations together.

Discounted TDT (first 5,000 s.f.)

Land Use Category	ITE Code	Discounted TSGFA or TSFGLA (5,000 s.f. gross floor area ÷ 1,000)	X	TDT Rate	=	TDT Calculation
i. Proposed Use		5	X	\$	=	\$
ii. Previous Use		5	X	\$	=	\$
Line i minus line ii:						\$
Multiply by 0.5 for buildings 3 years old or older; multiply by 0.25 for buildings 20 years old or older:						x 0.5 or x 0.25 (circle one)
Discounted portion of TDT:						\$

Non-Discounted TDT (remaining square footage beyond 5,000 s.f.)

Land Use Category	ITE Code	Remaining TSGFA or TSFGLA (Gross floor area minus 5,000, then divided by 1,000)	X	TDT Rate	=	TDT Calculation
iii. Proposed Use			X	\$	=	\$
iv. Previous Use			X	\$	=	\$
Line iii minus line iv: Non-discounted portion of TDT:						\$

Discounted portion of TDT:	+	Non-discounted portion of TDT:	=	<b>Total TDT due:</b>
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**8. Additional Attachments:** List any other attachments that are included with this application:


**9. Applicant Statement and Signatures:** We have completed the above calculation and understand that it may represent an estimated reduction to our TDT, but that reduction amounts may vary or be determined inapplicable subject to review by County staff.

Property Owner	Development Applicant	Occupant or Proposed Occupant
Signature:	Signature:	Signature:
Date:	Date:	Date: