



## Application for Transfer of Development Rights Sending Site Certification

The City's transfer of development rights (TDR) program allows owners of undeveloped or partially developed properties in certain areas of the City to transfer the development rights of that land to the Town Center area. These properties must have intact development potential and a potential public benefit. Pursuant to [SMC 21.06.070\(D\)](#), eligible receiving sites include commercial properties in Town Center A-Zone, and residential properties in Town Center B- and C-Zones.

The City shall be responsible for determining whether properties are eligible to be considered a "sending site," and will do so based upon information provided by the applicant.

The City is not involved in the sale of the TDR, the price of which is determined by the buyer and seller.

Upon approval of a TDR Sending Site Certification application, the City will issue a TDR Certificate letter of intent that will state the following:

1. The number of development rights made available by the sending site.
2. Agreement by the City to issue a corresponding number of TDR certificates in conversion for a conservation easement granted by the City or the City's designated agent.
3. A summary of the expected terms of use for the sending site established through [SMC 21.06.070\(G\)](#).

The letter of intent shall have no value and cannot be transferred or used to obtain increased development rights within receiving areas. The letter of intent shall expire 10 years from the date of issuance.

As provided by the TDR certificate letter of intent, the City shall issue serially numbered TDR certificates to the sending site owner upon acceptance of a TDR conservation easement. The City shall have 90 days from the date the conservation easement is offered by the sending site owner in which to conduct, at its discretion, a review of the sending site records and/or a site inspection.

Applications for TDR sending site certification are Type 1 land use decisions pursuant to SMC 21.09.010(B). A project guidance (formerly known as "project feasibility") is required. Pursuant to SMC 21.09.010(C), a pre-application conference may be required for Type 1 decisions if environmentally critical areas are present on the site; however, this may be waived following a project guidance consultation.

## Applicant Information

Name: \_\_\_\_\_ Owner Name (if different): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_ Parcel Number(s): \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Development Name: \_\_\_\_\_

## Sending Site Criteria

This property is located in (select all that apply):

Thompson Subbasin  
Inglewood Subbasin  
Erosion Hazards Special District Overlay  
Wetland Management Areas Special District Overlay

This site has a defined public benefit in that it is (select all that apply):

Open space adjacent to, or connected with, City park or open space lands  
Wildlife habitat for threatened and/or endangered species listed by the federal government or the state of Washington  
Located such that preservation will provide additional protection for sensitive subbasins or environmentally critical areas  
Farmland  
Forestland

The site has intact development potential in that (select all that apply):

It is of sufficient area to create at least one development right pursuant to [SMC 21.03.030\(E\)](#).  
It is contiguous, except for division by public rights-of-way  
Its development rights or capacity is not exhausted through any of the following:

- Existing development on the site.
- Agriculture, recreation, or open space easements.
- Conservation of environmentally sensitive areas and their buffers through means including, but not limited to, an open space easement or native growth easement.
- Alteration by a conservation easement or through any agreement.

## Required Documents

### Submittal Instructions

- If applying in person, applicants must [schedule an intake appointment](#).
- If applying in person, one paper copy of each document is required, including a signed version of this cover sheet, unless otherwise stated.
- A PDF of each document is required at time of submittal. Please label files as follows: *ProjectType\_DocumentType* (for example: *TDR\_ProjectNarrative*).

### Submittal Documents

- [Acceptance of Financial Responsibility / Affidavit of Applicant Status](#)
- Boundary, Topographic and Land Features Survey
- Critical Area Affidavit
- Critical Areas Study
- [Density Calculations Worksheet](#)
- Project Narrative
- Title Report (<30 days old)

## Fees

Type 1 Land Use Application Counter Service Intake Fee	\$136
Preliminary Review Deposit	\$680

The listed fees are initial deposit amounts based on hourly rate. If the initial deposits have been exhausted before the project is completed an additional deposit will be required in the amount estimate by the Department of Community Development round to the nearest 10-hour increment.

## Signatures

I certify that all of the information submitted in this application including any supplemental information is true and complete to the best of my knowledge and I acknowledge that willful misrepresentation of information will terminate this permit application. I have read this application in its entirety and understand that my submittal will be reviewed for completeness and, if found to be complete, will be processed in accordance with SMC 21.09.010 and 21.06.070.

**Applicant, Representative, and/or Owner Signature:**

**Date:**

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