



# SYSTEMS DEVELOPMENT CHARGE FORM

## Commercial Projects

Effective July 1, 2019

### 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 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).

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

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 and indicate the size (number of units) being demolished.

(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		
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		
<b>Portland Bureau of Transportation (PBOT)</b>			
<b>Commercial Services</b>			
Bank	sq ft/GFA		
Day Care	sq ft/GFA		
Hotel/Motel	rooms		
Service Station	Vehicle Fueling Position - VFP		
Movie Theater/Event Hall	sq ft		
Car Wash	wash stall		
Health Club	sq ft/GFA		
<b>Commercial Institutional</b>			
School, K-12	sq ft/GFA		
University/College/Jr College	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			

**Portland Parks and Recreation (PPR)**

**Commercial Services**

Column 3: Enter the square footage of your proposed development's occupancy.

Column 4: Enter the square footage of any existing building's use or occupancy that will be demolished or changed within the last 36 months for your proposed development.

(1) Use Examples	(2) Occupancy Group Code	(3) Square Footage (GFA)	(4) Square Footage (GFA) in Existing Use
Hospital, convalescent hospital, institutional day care	I-1, I-2, I-4		
Office, bank	B		
Retail, restaurant, nightclub	M, A-2		
Industrial, school, assembly hall, motel, hotel	A-1, A-3, A-4, E, F, H, Non-Dwelling Unit R (R-1)		
Warehouse, storage parking garage, mausoleum	S, U		

**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.

The commercial spaces will be charged by Drainage Fixture Unit (DFU).

### Part I: Calculation of Drainage Fixture Units (DFUs) 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 DFUs
<i>Calculation</i>			[1] – [2]		[3] x [4]
Bar Sink				2.0	
Bathtub or Combination Bath/Shower				2.0	
Clothes Washer				3.0	
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	
Service Sink or Mop Basin				3.0	
Shower				2.0	
Sink, Commercial, Food & Service				3.0	
Sink, General				2.0	
Urinal				2.0	
Water Closet (Toilet)				4.0	
Floor Sink / Floor Drain				2.0	
Other* (Specify)					
* For Other fixtures, use DFU values from Oregon Plumbing Specialty Code	<b>Total of Net Changes in DFUs</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.



# Large Meter Sizing Worksheet (1.5" and larger)

# W-4

Email: [devrev@portlandoregon.gov](mailto:devrev@portlandoregon.gov)

Phone: 503-823-7368, ext 4

Applicant/Contact Name \_\_\_\_\_

Site Address, Portland Maps Property ID (R#) \_\_\_\_\_

Building Permit/LU# /PW# \_\_\_\_\_

New permanent irrigation area \_\_\_\_\_ sq. ft. Irrigation flow requirements \_\_\_\_\_ GPM

### Important worksheet information

1. The meter sizing worksheet is an inventory of all plumbing fixtures served by one meter. All fixtures served by the meter need to be listed.
2. Fixture units for flushometers are approximate values. Values will be reviewed and may be adjusted by the Portland Water Bureau staff based on 2017 Oregon Plumbing Specialty Code Table 610.10

Fixture type	Number of existing fixtures	Number of proposed fixtures	Existing & Proposed Fixture Total	Fixture Unit Multiplier	Fixture Units
Bar Sink				X 2.0	
Clinic Sink				X 3.0	
Lavatory Sink				X 1.0	
Kitchen Sink				X 1.5	
Laundry Sink				X 1.5	
Mop/Service Sink				X 3.0	
Drinking Fountain				X 0.5	
Dishwasher				X 1.5	
Clothes Washer				X 4.0	
Bathtub or Tub/Shower				X 4.0	
Shower				X 2.0	
Toilet - Gravity				X 2.5	
Toilet - Flushometer 1 <sup>st</sup> one				X 40.0	
Toilet - Flushometer additional				X 25.0	
Urinal - 1 <sup>st</sup> one				X 20.0	
Urinal - additional				X 15.0	
Hose Bib - 1 <sup>st</sup> one				X 2.5	
Hose Bibb - additional				X 1.0	

**Total Fixture Units:** \_\_\_\_\_

Small meters	Total fixture units	Large meters	Total fixture units
5/8"	0 - 22	1.5"	89.5 - 286
3/4"	22.5 - 37	2"	286.5 - 532
1"	37.5 - 89	3"	532.5 - 1300
		4"	1300.5 - 3600
		6"	3600.5 - 8200
		8"	8200.5 - 13,800

## 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