



System Development Charge (SDC) Request Form

Complete the SDC Request Form for determination of SDC charges that apply to a development project.

The SDC Request Form is required when:

- Applying for a building permit
- Requesting a SDC estimate for proposed Non-Residential development project

SDC(s) may be charged when:

- Expansion/Addition of commercial floor area square footage (e.g. addition of square footage to the existing structure including addition of mezzanine, building story, or other structure addition; addition of new structure on the property)
- Expansion/Addition/Change in restaurant/bar uses (when the number of seats is changing)
- Change in use or occupancy (e.g. new tenant improvements)
- An addition or increase in size or number of water meter(s) or sanitary sewer service lateral(s)
- Redevelopment, new development, or incremental development
- Any other changes that will increase the intensity of the use

NOTE TO APPLICANT: The following information will be used to determine the appropriate SDCs for the water, wastewater, stormwater, transportation (vehicles and bikes/pedestrians), and park facilities. It is important that the information provided includes detailed descriptions as applicable.

BASIC INFORMATION (complete as much information as is known)			
Date of SDC Request:		Date of Building application:	
Building Permit #:		Planning File #:	
Project Name/ Business Name:			
Project Owner/ Applicant Name:			
Project Site Address:			
Contact Person:			
Contact Phone Number:		Contact Email:	
Parcel Number (Tax Map and Taxlot #):		Parcel Area (Square Feet):	
Contact Mailing Address:			
Your request is for:	Estimate	Permit	

GENERAL INFORMATION (be as detailed as possible)		
Check Box that applies to proposed development:	Existing Structure New Tenant New Structure	Addition to Existing Structure Other (Explain Below)
Detailed Description of Proposed Use(s):		

EXISTING USE INFORMATION (place N/A if not applicable)							
Existing Building Total Square Footage:		Existing Building (Proposed Suite Only) Square Footage:		Date (MM/YYYY)		Previous Use Ended:	
Previous Use of Building or Suite to be Occupied:							
Building/Suite has never been occupied							
Detailed Description of Existing Use(s) or Previous Use/Tenant:							
Existing Water Service				Proposed Water Service			
	Domestic	Fire Supply	Irrigation		Domestic	Fire Supply	Irrigation
Number of Meters:				Number of Meters:			
Size of Meter(s):				Size of Meter(s):			
How is the existing water service provided? City Water CRW Well				No proposed water service(s) Existing water service(s) to remain			

PROPOSED USE – TECHNICAL INFORMATION (place N/A if not applicable)			
Existing Structure Square Footage:		Addition to Existing Structure Square Footage:	
Proposed Structure Square Footage:		Number of Dwelling Units:	
If the proposed use is a restaurant (or coffee shop; bar; similar use)		Number of Proposed Seats:	
If the proposed use is an assisted living use or hospital		Number of Proposed Beds:	
If the proposed use is a school		Number of Proposed Students:	
If the proposed use is a hotel		Number of Proposed Rooms:	
If the proposed use is a car wash		Number of Proposed Wash	
If the proposed use is a laundromat		Number of Proposed Machines:	
If the proposed use is a fueling station		Number of Proposed Fuel Sta-	
If the proposed use is a food cart pod		Number of Proposed Food Carts:	
Anticipated Hours of Operation:		Anticipated Number of Patrons:	
Anticipated Total Number of Employees:		Anticipated Number of Employees per Shift:	

Applicant's Acknowledgement and Signature:	
By submitting this SDCs Request Form, I affirm that the information set forth in it is true and complete.	
SIGNATURE	

SDCs Request Submittal Requirements:

The applicant is required to provide the following items in order to receive SDC amounts for a building permit or an estimate: 1. Completed SDC Request Form 2. Building plans (electronic file, pdf format)