

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)
- Increasing 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 Application		Date of Building Application:		Building Permit # / Planning File #:
Project Name / Business Name:		Project Owner / Applicant Name:		
Project Site Address:		Contact Person:		
Contact Phone #:		Contact Email:		
Parcel Number (Tax Map and Taxlot #):		Parcel Area (Square Feet):		
Contact Mailing Address:				

GENERAL INFORMATION (be as detailed as possible)	
Check Box that applies to proposed development: <input type="checkbox"/> Existing Structure New Tenant <input type="checkbox"/> New Structure	<input type="checkbox"/> Addition to Existing Structure <input type="checkbox"/> 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:					
<input type="checkbox"/> Building/Suite has never been occupied					
Detailed Description of Existing Use(s) or Previous Use/Tenant:					
Existing Water Service			Proposed Water Service		
Number of Meters:		Size of Meter(s):		Number of Meters:	
<input type="checkbox"/> No existing water service is provided			<input type="checkbox"/> No proposed water service(s)		
			<input type="checkbox"/> 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 Stalls:		
If the proposed use is a laundromat			Number of Proposed Machines:		
If the proposed use is a fueling station			Number of Proposed Fuel Stations:		
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)