



Portland
Housing
Bureau

Application for Qualification System Development Charge Exemption

Prior to permit issuance: a) SDC Exemption Application must be submitted to and approved by PHB; b) SDC Exemption Administrator will contact signatories to sign a Regulatory Agreement; and c) Applicant must contact bureaus to have exemptions applied to permit.

I. PROPERTY INFORMATION			
Subject Property Address (number/street/zip):			Unit Number:
Property Tax Account Number: R _____	Legal Description: _____ (attach metes and bounds legal description separately)		
Permit Number (One permit number per application):	Lot	Block	Addition
Total Units in Project:	Number of Home Ownership Units:	Number of Rental Units:	Number of Units to Receive Exemptions:
II. APPLICANT INFORMATION			
Applicant(s) (Entity or Individual) as appears on title of property:		Project Contact if other than Applicant:	Project Contact Phone:
Entity Type (check all which apply): ☐ For-Profit ☐ Non-Profit ☐ MWESB (Minority, Women, Emerging Small Business Classification) ☐ Individual ☐ Corporation ☐ Limited Liability Company ☐ Limited Partnership ☐ Other:			
Signatory(s) (as registered with the Secretary of State and/or supported in attached documentation and will appear on Regulatory Agreement)			
Title with Entity (Member, President, etc.; Individual, if property is not owned by an entity)			
Applicant(s) Full Address including Zip Code			
Phone:	Cell Phone:	Fax:	E-mail:
III. REQUIRED EXHIBITS FOR APPLICATION (MUST BE ATTACHED):			
☐ Articles of Incorporation, By-Laws, Articles of Organization, or Statement of Action ☐ Corporate Resolution (as applicable)		☐ Tax/Plat Map ☐ Proof of Site Control (i.e. Deed) ☐ \$650 (Home Ownership) or \$2200 (Rental) Application Fee	
IV. CERTIFICATION			
Certification: Applicant(s) certifies the following (check one); ☐ Home Ownership: To be eligible for the System Development Charge Exemption Program, the City's policy requires the following: (i) the Applicant must have site control of the Property in a form acceptable to the Portland Housing Bureau (PHB); (ii) buyer(s) both occupying and on title must have gross income at or below 100 percent of Median Family Income for a family of four, adjusted upward for households of five or more people;* (iii) buyer(s) must intend to occupy the property at time of purchase; (iv) buyer(s) must submit a Homeowner Compliance Verification Form to PHB for review; and (v) the sale price of property must not exceed the annually adjusted price cap set for the Limited Tax Exemption (LTE) program.* ☐ Rental: To be eligible for the System Development Charge Exemption Program, the City's policy requires the following: (i) the Owner must have site control of the Property in a form acceptable to PHB; (ii) renter's (household's) income must be at or below 60% of the Median Family Income for a period of 60 years*; and (iii) maximum rent burden must be no more than 30% of MFI for a period of 60 years.			
Applicant _____		Co-Applicant _____	
		Date _____	

* Income limits and sale price cap adjust annually and are based on review of median sale price and income for the Portland Metropolitan area.

PHB System Development Charge Exemption Program

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