



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) Lot Block Addition		
Permit Number (One permit number per application):			
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):			
<input type="checkbox"/> For-Profit	<input type="checkbox"/> Corporation		
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Limited Liability Company		
<input type="checkbox"/> MWESB (Minority, Women, Emerging Small Business Classification)	<input type="checkbox"/> Limited Partnership		
<input type="checkbox"/> Individual	<input type="checkbox"/> 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):			
<input type="checkbox"/> Articles of Incorporation, By-Laws, Articles of Organization, or Statement of Action	<input type="checkbox"/> Tax/Plat Map	<input type="checkbox"/> Proof of Site Control (i.e. Deed)	
<input type="checkbox"/> Corporate Resolution (as applicable)	<input type="checkbox"/> \$575 Application Fee		
IV. CERTIFICATION			
Certification: Applicant(s) certifies the following (check one);			
<input type="checkbox"/> 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;* (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; (v) this limit is adjusted upward for households of five or more people; and (vi) the sale price of property must not exceed the annually adjusted price cap set for the Limited Tax Exemption (LTE) program.*			
<input type="checkbox"/> 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

* Price-cap and income limits adjust annually and are based on HUD annual reviews of median sale price and income for the Portland Metropolitan area. As of April 2010, 100% MFI for a family of four is \$71,200 and the price cap is \$275,000.

PHB System Development Charge Exemption Program
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