



Snohomish County – Planning and Development Services

2nd Floor, Robert J. Drewel Building

3000 Rockefeller • Everett, WA • (425) 388-3311 • www.snoco.org

Countywide Transfer of Development Rights (TDR) Certification of Development Rights Application Packet

This packet contains a TDR certification of development rights application and related information. This application has been designed for you to provide the county with a clear understanding of your property and its potential as a TDR sending site. The Department of Planning and Development Services (PDS) will use the application to determine whether you have an eligible sending site under county code and then determine the number of certified development rights that the sending site is eligible to transfer. To prevent delays in the processing of your application, please answer all questions completely and remember to attach all required documents before submitting it to PDS.

It is strongly recommended that applicants make an appointment with PDS staff prior to completing the attached application so the requirements of this program can be fully explained and any questions regarding the program can be answered. There is no fee for a TDR pre-application appointment.

TDR APPLICATION PACKET CONTENTS

The TDR application packet contains the following:

- (1) TDR certification of development rights application form
- (2) List of required TDR fees
- (3) Sample letter of intent to issue TDR certificates
- (4) Conservation easement template
- (5) PDS Bulletin #69: Transfer of Development Rights
- (6) Snohomish County Code 30.35A

TDR APPLICANT CHECKLIST

The following information is required to be included in or attached to the TDR Certification of Development Rights application:

- Legal description and tax parcel numbers of the proposed TDR sending site
- County assessor map(s) of the proposed TDR sending site and all adjacent properties
- A survey of the sending site prepared and stamped by a licensed surveyor (if required)
- Title report issued no more than 30 days prior to application submittal
- Site map showing the location of any residential, commercial, or industrial structures
- Calculation of the number of TDR credits that may be certified
- Affidavit of compliance with state reforestation requirements (if required)
- Completed application, signed by all landowners
- TDR Certification of Development Rights application review fee

Please note that if the information provided above is inadequate or unavailable, PDS may require additional documentation from the applicant(s) or rely on information contained in the county geographic information system or other county records.



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FILING INSTRUCTIONS

A TDR Certification of Development Rights application will be accepted **BY APPOINTMENT ONLY** by contacting **(425) 388-3311 x2790**.

To obtain an appointment online, visit our website at www.snoco.org/departments/pds
Click on Appointments under Permits.

Your appointment will take place at the PDS Customer Support Center (CSC), which is located in Everett at 3000 Rockefeller Avenue, on the 2nd floor of Administration Building West.

TDR FORMS/CHECKLISTS

You may download the application forms, template documents and other packet information by visiting the PDS Application Forms & Bulletins web page at www.snoco.org/departments/pds. You may also obtain the TDR Certification of Development Rights application form and packet at the PDS Customer Support Center located at the above address. It is recommended that applicants schedule a pre-application meeting with PDS staff before filling out the application form.

FURTHER INSTRUCTIONS TO THE APPLICANT

- Please answer all questions completely. PDS cannot process incomplete applications.
- You may attach additional sheets of paper if necessary to fully respond to the question(s).
- Be sure to attach copies of **all required documents**, including deeds, legal descriptions, and assessor maps which describe the proposed TDR sending site. Please see the TDR applicant checklist on the previous page for a complete list of required documents.
- Please contact Steve Skorney, Senior Planner, at (425) 388-3311 ext. 2207, if you have questions regarding the TDR Program or this application.



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TDR CERTIFICATION OF DEVELOPMENT RIGHTS APPLICATION

GENERAL INFORMATION

1. Landowner(s):

Name: _____

Mailing address: _____

City, State, Zip: _____

Phone #: _____

FAX #: _____

Email: _____

2. Primary contact person, if different from the landowner:

Name: _____

Mailing address: _____

Phone #: _____ Email: _____

TDR SENDING SITE INFORMATION

1. Tax parcel number(s): _____

2. Property address or nearest road: _____

3. Attach a legal description of the TDR sending site and a title report issued no more than 30 days prior to the application confirming the applicant's ownership interest in the proposed sending site.

4. Attach a county assessor map(s) of the proposed TDR sending site and include all adjacent surrounding properties. If the sending site consists of lots within existing tax parcels, the applicant shall provide a survey of these lots prepared and stamped by a surveyor licensed in the state of Washington.

5. If one or more single family dwelling(s) or other residential, commercial, or industrial structures exist on the TDR sending site, attach a site map showing the location of each dwelling or structure on the sending site.

6. Total proposed TDR sending site acreage: _____

7. To qualify as a TDR sending site, the property must be:

- a) Privately owned.
- b) Located within a TDR sending area designated on the Future Land Use Map as Local Commercial Farmland, Upland Commercial Farmland, Riverway Commercial Farmland, Commercial Forest, Local Forest, or Commercial Forest-Forest Transition Area.
- c) Follow established lot lines.
- d) Include all adjacent and contiguous substandard lots owned by the sending site landowner.
- e) Include at least five contiguous acres.
- f) Is not encumbered by any existing conservation easements or similar encumbrances.

Does the TDR sending site meet all of these requirements? [] Yes [] No

8. Is the property the subject of ongoing code enforcement action by the county? [] Yes [] No

If yes, describe the steps being taken to resolve the code violation(s) as required before development rights for the sending site may be certified or transferred by the landowner.

9. Has any portion of the TDR sending site been cleared or graded pursuant to a Class II, III, or IV special forest practices permit as defined by state law within the last six years prior to submittal of this application?

Yes No

If yes, attach an affidavit of compliance with the reforestation requirements of RCW 76.09.070, WAC 222-34-010, and any additional reforestation conditions of the forest practice permit.

10. Are there any liens or mortgages on the property? Yes No If yes, please list all lien/mortgage holders.

ESTIMATED TDR DEVELOPMENT RIGHTS

The number of estimated TDR development rights on the proposed sending site is calculated as follows:

- a) The number of legal, existing, unimproved lots larger than 5,000 square feet on the proposed sending site and not counted under "b" below = _____.
- b) Plus the number of potential lots on the sending site, and not counted in "a" above, based on the area in acres divided by the following county comprehensive plan future land use designation(s) for the site, minus any area already subject to a conservation easement or similar encumbrance = _____.
 - i. Commercial Forest, Local Forest, Commercial Forest-Forest Transition Area (divide by 80 acres)
 - ii. Low Density Rural Residential (divide by 20 acres)
 - iii. Local Commercial Farmland, Upland Commercial Farmland, Riverway Commercial Farmland (divide by 10 acres)
 - iv. Rural Residential-5, Rural Residential, Rural Residential RD (divide by 4.6 acres)
- c) Minus _____ existing dwelling units on all lots on the sending site (under the TDR regulations, accessory apartments, farm worker dwellings and temporary dwellings are not considered dwelling units).
- d) "a" + "b" - "c" = _____ estimated number of TDR development rights on the proposed sending site.

Note: Verification and final determination of the number of certified development rights that a TDR sending site is eligible to transfer is the administrative authority of the PDS Director.

EXECUTION OF THE APPLICATION

It is declared that the information in this application and supporting documents is true and complete to the best of my/our knowledge and is submitted for the purpose of certifying TDR development rights on the proposed sending site.

It is declared that the proposed sending site for which TDR certificates of development rights are sought is not adjacent to any lot that has substandard area under current zoning that is held in common ownership with the proposed sending site.

It is declared that all liens and mortgages, if any, that are recorded against the proposed TDR sending site are identified in this application.

Dated at _____, on the _____ day of _____, 20____.
(City) (State)

Name and Signature of Landowner

Name and Signature of Landowner

Name and Signature of Landowner