



proud past, promising future

CLARK COUNTY
WASHINGTON

TRAFFIC IMPACT FEE - INSTALLMENT AGREEMENT APPLICATION PACKET

**DECLARATION OF DEVELOPER OPTING TO ENTER INTO AN
AGREEMENT WITH CLARK COUNTY**

**Public Works
Development Engineering Division
1300 Franklin Street
Vancouver, WA 98660
(360)397-6118 ext 4354
www.clark.wa.gov/publicworks/engineering/index.html
email: devengineer@clark.wa.gov**



TRAFFIC IMPACT FEE INSTALLMENT AGREEMENT SUMMARY

PUBLIC WORKS
DEVELOPMENT ENGINEERING DIVISION

A. What is the Traffic Impact Fee (TIF) Installment Agreement?

The Board of County Commissioners (BOCC) adopted Ordinance 2012-05-25 that amended the Clark County Code to comply with the Washington statute RCW 39.92.040. This statute states that Clark County is required to provide a developer with options for payment of transportation impact fees. These options include payment in a lump sum at the time of receiving plat approval or a building permit or by installment with reasonable interest over a period of five (5) years.

B. What is the effective date of the Ordinance?

Ordinance 2012-05-25 took effect on June 13, 2012.

C. How do I apply for TIF Installment Agreement?

The developer may opt to pay the Traffic Impact Fee (TIF) in a lump sum at the issuance of a building permit (or site plan approval when no building permit is required) for the development;

-or-

The developer may request to enter into a TIF Installment Agreement (Agreement) at any time prior to the issuance of a building permit (or site plan approval when no building permit is required) for the development. The Agreement must be entered into by all applicable parties **and** the first TIF installment along with the applicable processing and recording fees shall be received prior to issuance of a building permit (or site plan approval when no building permit is required) for the development. Fill out the Master Application for Development Engineering projects along with the required Agreement documents.

D. What is the Agreement process?

Once the application and required supporting documents are submitted, the TIF Coordinator will prepare the Agreement for signature. After the Agreement has been prepared and is ready for signature, the TIF Coordinator will contact you with the dollar amount owed at the time of issuance of building permit. At this time the TIF Coordinator will also set up an appointment for your signature on the Agreement.

F. When can I pick up and pay for my building permits?

After payment of the first TIF installment and associated processing fees, the TIF coordinator can authorize the release of the building permit or site plan approval.

G. How is the semi-annual payment date established?

The effective date is the day the developer enters into this Agreement and makes payment of the first installment of TIF. This effective date will be used to establish future semi-annual payment installments.

H. After my last Agreement payment when can I expect the property lien to be released?

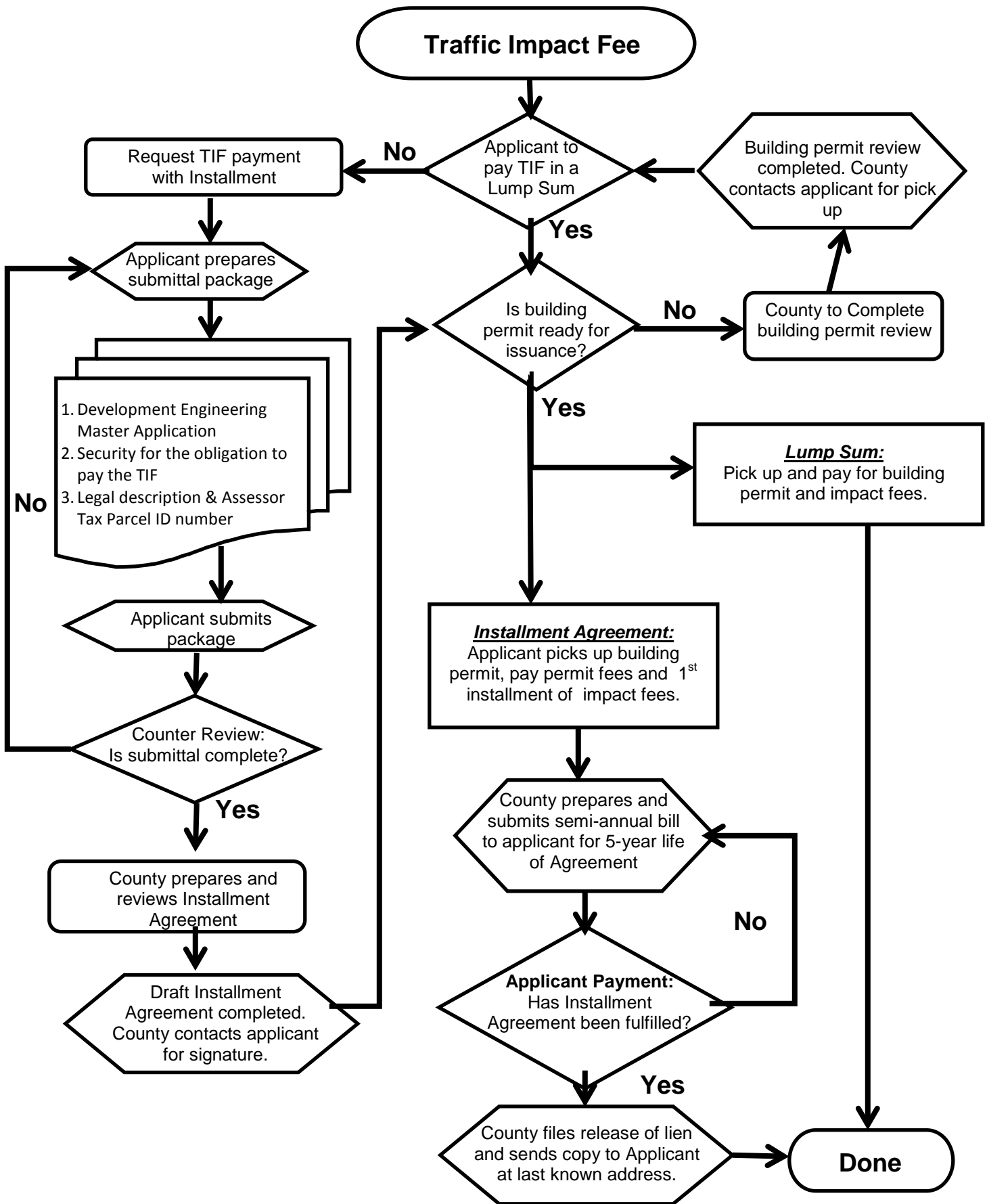
Upon full payment of all amounts due and owing under the Agreement, the County shall file a release of lien with the Clark County Auditor. The Clark County Auditor shall then mail a copy of the release to the developer at the last known address.

For more specific information, please see the Installment Agreement on the County's web site <http://www.clark.wa.gov/publicworks/engineering/index.html>

If you have any questions, please contact:

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This handout is not a substitute for county code. For more detailed information, please refer to the Clark County Code 40.6 Development Impact Fees





TRAFFIC IMPACT FEE INSTALLMENT AGREEMENT SUBMITTAL REQUIREMENTS

PUBLIC WORKS
DEVELOPMENT ENGINEERING DIVISION

NOTE: The following checklist identifies information to be included. **ALL** items be submitted before the submittal can be accepted.
All submittals not determined to be complete will be **RETURNED** to the applicant for corrections.

SUBMITTAL REQUIREMENTS:
<input type="checkbox"/> Cover Sheet / Letter of Transmittal
<input type="checkbox"/> Development Engineering Master Application Form
<input type="checkbox"/> Security for the obligation to pay the Traffic Impact Fee (TIF) in the form of one (1) of the following: 1. Recorded agreement and lien 2. Deed of Trust 3. Letter of Credit 4. Other- instrument determined satisfactory by the development approval authority
<input type="checkbox"/> Legal description and Assessor Tax Parcel ID number of the property(s) to be associated with the Agreement