

# TRAFFIC IMPACT FEE CREDIT APPLICATION FORM



PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7700

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Number: PRJ:** \_\_\_\_\_ **TIA:** \_\_\_\_\_

**TIF District:** \_\_\_\_\_

**TIF Project/Street:** \_\_\_\_\_

**Intersection From:** \_\_\_\_\_ **Intersection To:** \_\_\_\_\_

**Previous TIF Credits Received (complete if you have an existing TIF Credit Account)**

**Account Holder Name (Authorized Agent):** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Traffic Impact Fee (TIF) Credit Submittal Requirements

The applicant shall determine which category listed below describes where the project is in the review or construction process and submit the corresponding checklist items.

**Option 1**            **POST CONSTRUCTION** - If the conditioned improvements have been completed and they have been accepted for maintenance by the City of Vancouver the following is required to be submitted to request TIF credits:

- A.     Completed and signed application
- B.     Reduced size set of as-built drawings with highlighting to indicate the qualified improvements.
- C.     Documentation of total costs incurred to construct the required facilities. This should be in the form of vouchers or other accounting reports. Note: Total costs pertain only to street facilities - costs for all public and private utilities are not allowed.
- D.     Documentation that the right-of-way has been dedicated (evidenced by quit claim deed or recorded plat)
- E.     Copy of project final acceptance issued by the City
- F.     Receipt showing the proportionate share fees have been paid

**Option 2**            **PRE CONSTRUCTION** - If TIF credits are being applied for prior to construction the following is required to be submitted to request TIF credits:

- A.     Completed and signed application
- B.     Construction plans approved by the City
- C.     Cost estimate
- D.     Quantities estimate
- E.     Copy of the executed financial guarantee – CASH ESCROW ONLY
- F.     Receipt showing the proportionate share fees have been paid

**SUBMIT TO:**

City of Vancouver  
 Community Development Department  
 4400 NE 77<sup>th</sup> Av LL50  
 Vancouver, WA 98662



www.cityofvancouver.us

## TRAFFIC IMPACT FEE CREDIT REVIEW

### What is a Traffic Impact Fee (TIF) Credit?

A traffic impact fee (TIF) credit is an accounting credit provided by the City for use in payment of Traffic Impact Fees. Credits are issued in association with the improvement to or new construction of improvements required that are listed on the Traffic Impact Fee Program Technical Document and which are also required as a condition of approval for an immediate development proposal.

### When can I apply for a TIF Credit?

As soon as the land use decision (subdivision, short plat, site plan) has preliminary approval and the appeal period has concluded, you can apply for TIF credit if the project passes the following thresholds.

Threshold 1:

- (a) Roadway improvements or right-of-way are conditions on the development approval; and,
- (b) The conditioned improvements are on the TIF program as of the land use application date; and,

Threshold 2:

- (a) The improvements are complete and have been accepted for maintenance by the City; or,
- (b) You provide guarantee of completion satisfactory to the City by cash escrow\*, or,
- (c) You have paid a voluntary mitigation fee to the City for a project included in the impact fee program.

### What do I need to submit with my application?

Refer to the TIF Credit Submittal Requirements checklist which is attached.

### How does the City process TIF Credit applications?

Processing of TIF Credit applications follow a Type I Application review process (VMC 20.210.040).

This process is general outlined as follows:

- √ Submit application and supporting documentation
- √ Determination of Counter complete upon submission
- √ Determination of Fully Complete within 21 days
- √ Final Decision within 28 days following fully complete determination

### What kind of public notice is provided?

There is no public notice required for the Type I application.

### How can I use the TIF credits I have received?

TIF credits can be used:

- √ ONLY for payment of Traffic Impact Fees (TIF Credits have no cash value)
- √ WITHIN the same District as they are issued (not transferable for use in other TIF Districts)
- √ CANNOT be used to pay other mitigation payments or fees
- √ TIF CREDITS are used at the time of payment of TIF

**Once my application is “Fully Complete”, how is it reviewed?**

Staff will review documentation to determine value of improvements completed or dedicated.

Determination of value will be calculated as the lesser of the following:

- A) Actual costs incurred as documented through payment and accounting records; or,
- B) The calculated the share of the project the cost as a pro-rata share of the approved project costs outlined in the current TIF Program Technical Document.

An example of the pro-rata share calculation is as follows: If your land use application approval is conditioned upon provision of 100 feet of frontage improvements (constituting a true half width) to a City arterial road and that arterial road is listed on the TIF Program Technical Document for a linear distance of 1 mile (5280 feet) of full-width improvement at a cost of \$10 Million, the maximum TIF Credit allowable is calculated as:

$$\begin{aligned} & [(100 \text{ feet (length of project improvement)} \text{ times} \\ & .5 \text{ (to account for the "half" improvement)})] \text{ divided by} \\ & 5280 \text{ feet (length of full improvement)} \text{ times} \\ & \$10 \text{ Million (total project cost);} \\ & \\ & \text{equals} \\ & (100\text{lf} \times 50\%) = (50\text{lf} / 5280\text{lf}) = (.947 \times \$10,000,000) = \$94,696.97 \end{aligned}$$


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**Pre Construction?**

If you have not constructed the improvements, credits can be released at an 85% level with the guarantee of construction of required TIF improvements by posting a cash escrow equivalent to the estimated construction costs. Note, pre construction credits are remitted in accordance with VMC20.915.090(D)

**Approval Documentation?**

Once approved, staff will prepare a written decision and mail you the original. At the same time, a copy is sent to the City Finance Department to establish an TIF Credit Account in the legal name authorized by your application.

Find application materials at: [www.cityofvancouver.us](http://www.cityofvancouver.us)