



## Credit Submittal Assistance Guide

Transportation Development Tax Credit (TDT) /  
Supplemental Transportation System Development Charge Credits  
For Washington County projects (process for cities may be different)

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An applicant for a building permit (or occupancy permit if deferred) may receive credit against the Transportation Development Tax (TDT), North Bethany Transportation System Development Charge (NBTSDC), or Bonny Slope West Transportation System Development Charge (BSWTSDC) for constructing eligible capital improvements as defined by county regulations. This unofficial guide is intended to help applicants through the process of submitting for credits.

Additional information is provided in the [TDT Procedures Manual](#) and additional resources can be found at the [Washington County TDT Website](#).

### Step 1

Check the [Credit Eligibility Chart](#) to see if you qualify for credits. Should you have any questions call your engineering plan reviewer.

### Step 2

Verify as-builts have been submitted and approved. Project must be in maintenance phase.

- Prior to submitting any paperwork to request credit make sure the as-builts for the project have been SUBMITTED and APPROVED. Engineering review is unable to review any credit request until the as-builts are submitted and approved.
- To receive credit for work performed, County engineering staff will review and verify quantities. Ensure that as-builts accurately reflect work performed and are up to date. If item(s) is(are) not reflected in drawings or otherwise verifiable, the County will be unable to grant credit for the work performed.

### Step 3

Prepare the required request documentation.

#### A. TDT Credit Request Form

Download the appropriate credit request form (TDT/NBTSDC/BSWTSDC). In some cases, projects may qualify for two forms.

- [TDT Credit Request Form](#)
- [NBTSDC Credit Request Form](#)
- [BSWTSDC Credit Request Form](#)

The applicant for the TDT credit must match the owner listed on the land use permit or there must be clear documentation of a transfer of ownership.

#### B. TDT Credit Estimate Form

- Contact 503-846-7900 to request the current TDT Credit Estimate Form (Excel)
- Determine credit eligibility
  - Credit eligibility is limited to Principal Arterials, Arterials and Collectors see the [Transportation System Plan \(TSP\) Functional Classification Map](#) for road classifications.
  - Reference the current TDT Project List ([Washington County TDT Website](#)). Improvements to a roadway on the list will affect credit eligibility.
- Provide a description and explanation of TDT credit eligibility for each line item.

- Invoiced prices must be a reasonable market price per TDT / NBTSDC / BSWTSDC Ordinances
    - [TDT Code \(County Code Chapter 3.17\)](#)
    - [North Bethany Transportation System Development Charge](#)
    - [Bonny Slope West Transportation System Development Charge](#)
  - Bids and estimates are not accepted; these documents do not reflect actual investment incurred by development.
  - The completed spreadsheet must be provided in both excel and pdf format.
- C. Project Maintenance Notice  
Submit the Project Maintenance Notice with the application. This demonstrates that the project is in maintenance and eligible for TDT credit. Projects are not reviewed until this notice is given.
- D. Project Plat  
The recorded project plat when requesting credit for ROW dedication.
- E. Property Tax information for Right of Way (ROW) credit  
County assessed market value for land.
- F. As-builts  
The approved as-builts for the project.
- G. Line-Item Documentation  
Documentation must be provided for all line items on the TDT Credit Estimate Form, including proof of payment. Estimates and quotes are insufficient as documentation.
- H. Exhibits for Quantities  
Exhibits for any quantities that do not clearly match the TDT Credit Estimate Form submitted.

#### Step 4

Contact Engineering Plan Review to open a workflow for the TDT Credit Request submittal in ProjectDox (PDox): [Sandra\\_Cuddigan@co.washington.or.us](mailto:Sandra_Cuddigan@co.washington.or.us)

#### Step 5

Upload required documentation to PDox ([Electronic Plan Review / PDox](#)).

- After the TDT Credit Request workflow has been created in PDox, the TDT applicant will be notified
- Upload all documentation listed in step 6 to the TDT folder in PDox

Note: Following the submittal to PDox you will receive a notice that the county deems your submittal complete, or that additional documentation is required. Once the submittal is deemed complete the 30-day clock begins for the county to return a determination of credit to you.

### **QUESTIONS?**

If you have any questions regarding TDT / NBTSDC / BSWTSDC credit, please do not hesitate to call Department of Land Use & Transportation staff:

- Engineering & Construction Services division, Engineering section: 503-846-7900
- Planning & Development Services, Long Range Planning section: 503-846-3519