



**CITY OF PORTLAND**  
 OFFICE OF MANAGEMENT AND FINANCE  
 BUREAU OF REVENUE AND FINANCIAL SERVICES

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**ADU SDC WAIVER PROGRAM APPLICATION**

The ADU SDC Waiver Program provides an incentive for property owners and developers to construct accessory dwelling units (ADUs) that add to housing capacity in Portland through a waiver of system development charges (SDCs) with a 10-year commitment. Adding housing capacity includes new ADUs that are owner occupied or rented on a month-to-month basis or longer. It does not include ADUs built to be Accessory Short-Term rentals or rented on a less than a monthly basis.

*Note: This application cannot be completed until the proposed ADU has been assigned an address which occurs after permits have been submitted.*

**Permit Number:** \_\_\_\_\_

**Owner Information:**

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you the property owner?  Yes  No

**Additional Owner Information:**

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information:**

Address Primary Dwelling Unit: \_\_\_\_\_

Address Accessory Dwelling Unit: \_\_\_\_\_

Site tax account number(s): R \_\_\_\_\_ R \_\_\_\_\_

Site legal description: \_\_\_\_\_

Are there any other habitable structures on the property, do not include sheds or other similar structures?  Yes  No

*continued on reverse*

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**Understandings:**

- ✓ I have read the ADU SDC Waiver Program Covenant (the “Covenant”) and understand I am entering into a conditional program that waives SDC fees for some new ADUs.
- ✓ I understand that no structure on the property including the primary dwelling unit (for example, the house) and the ADU or any other structure on the property can be rented as an Accessory Short-Term Rental for a period of 10 years (the “compliance period”).
- ✓ I understand that no structure on the property can be listed with a short-term rental platform during the compliance period.
- ✓ I understand a short-term rental platform includes all vacation rental websites and others specializing in rentals that are typically for less than 30 days.
- ✓ I understand the compliance period for the ADU SDC Waiver Program begins on the day the ADU permit is final.
- ✓ I understand that the ADU SDC Waiver Program applies to the current and all future property owners for the duration of the 10-year compliance period.
- ✓ I understand that compliance with the ADU SDC Waiver Program requirements are the responsibility of the current property owner at the time of any violation.
- ✓ I understand that upon recording the Covenant, penalties of 150% of the current SDC fees will apply if any term of the Covenant is found to have been violated.
- ✓ I understand that upon recording the Covenant, penalties of 150% of the current SDC fees will apply if the current or future property owner wishes to no longer participate in the ADU SDC Waiver Program during the compliance period.

**Responsibility Statement:**

As the applicant submitting this application for the ADU SDC Waiver Program, I am responsible for the accuracy of the information submitted. The information being submitted includes my understandings of the ADU SDC Waiver Program requirements and acknowledgement to comply with these requirements. Program requirements are set forth in the Covenant and run with the land for the duration of the compliance period and will apply to future property owners during the compliance period. By my signature, I indicate my understanding and agreement to the Responsibility Statement.

Print Name of Person Submitting this Application: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Additional Property Owner: \_\_\_\_\_

Additional Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information visit or call the Planning and Zoning staff at the Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526

For current Portland Zoning Code visit [www.portlandoregon.gov/zoningcode](http://www.portlandoregon.gov/zoningcode)

Information is subject to change, recent code changes and requirements may not be reflected on this document.