

PHASES OF A TDR PROJECT

from beginning to end

PHASE 1 APPLICATION

- Website
- Meeting
- Application
 - Application Form
 - Plat or Map
 - Deed
 - Supporting Documents
- Site Visit

PHASE 2 QUALIFICATION

- Qualification Report
- Sending Area Plat Permit Application
- Marketplace
- Draft Agreement
- Public Notice

PHASE 3 CERTIFICATION

- Board of County Commissioners Hearing
- Recording at County Clerk
- Notify County Assessor
- Update Official Maps

PHASE 4 PURCHASING

- Purchase of County-Owner Certificates
- Purchase of Privately-Owned Certificates

PHASE 4 REDEEMING

- Pre-Application Meeting
- Development Application
- Board of County Commissioners Meeting (IF necessary)
- Record Final Plat
- Marketplace
- Update Parcel Map

PHASE 1 - APPLICATION PHASE

1. Application

The property owner will apply to the TDR Administrator. The TDR Program application requires the following:

- a. Application Form
- b. Plat or Map
- c. Deed
- d. Supporting Documents: These may include photos, research papers, water rights documentation or other materials that support the application.

2. Site Visit

The TDR Administrator will visit the property to determine if it is eligible for TDR Certificates.

3. Meeting

The property owner will meet with the TDR Administrator and other County staff to review the application. The TDR Administrator may require that the County's Technical Advisory Committee review the application if it includes a subdivision or proposed development.

OUTCOMES:

A preliminary determination that a property meets the eligibility criteria as a Sending Area. The property owner understands the TDR Program.

PHASE 2 - QUALIFICATION PHASE

1. Qualification Report

If the property is eligible, the TDR Administrator will prepare a Qualification Report for signature by the property owner and the Land Use Administrator. The Qualification Report will establish the eligibility of the property and estimate the number of TDR Certificates that can be severed from the property.

The TDR Administrator will prepare a draft of the TDR Agreement for consideration of approval by the Board of County Commissioners.

2. Sending Area Plat Permit Application

The property owner must apply to the Building and Development Services Division for approval of the Sending Area Plat.

3. Marketplace

The TDR Administrator will post the status of the TDR Certificates on the Marketplace website if requested by the property owner.

4. TDR Agreement

The County will draft the TDR Agreement for consideration by the property owner and the Board of County Commissioners. The TDR Agreement will define the limits of any proposed development and permanently sever the remaining development rights.

5. Public Notice

The TDR Administrator will publish a public notice for a meeting of the Board of County Commissioners to consider approval of the TDR Agreement.

OUTCOMES:

A non-binding estimate of the number of TDR Certificates that can be severed from the property. Potential buyers can contact potential sellers through the Marketplace. A TDR Agreement that severs development rights. The date for the Board of County Commissioners meeting to consider approval of the TDR Agreement.

PHASE 3 - CERTIFICATION PHASE

1. Board of County Commissioners Hearing

The TDR Administrator and the property owner will present the TDR Agreement and all supporting documents to the Board of County Commissioners during a public hearing.

2. Recording of Certificate(s) at County Clerk

If the Board of County Commissioners approves the Agreement, the TDR Administrator will prepare the Certificate(s) for signature and recording at the County Clerk

3. Post Certificate(s) to the Marketplace

The TDR Administrator will post the status of the Certificate(s) on the Marketplace.

OUTCOMES:

The Certificate(s), the Sending Area Plat and the TDR Agreement are signed, notarized and recorded. The property is permanently limited from development. The Certificates are available for purchase. Buyers and sellers can negotiate a transaction.

PHASE 4 - PURCHASING PHASE

1. Purchase of County-owned Certificates

A buyer can purchase Certificate(s) from the County (e.g. a County-owned Open Space Certificate) through a public auction. The TDR Administrator will acquire the signatures on the Certificate(s) after they are sold and record the signed Certificate(s) at the Clerk's Office. The TDR Administrator will update the Marketplace with the new Certificate owner's contact information.

If there are not any County-owned Certificates for sale in the TDR Bank, the buyer can pay a “Development Transfer Charge” according to Section 12.14.18 to the TDR Bank.

2. Purchase of Privately-Owned Certificates

When a buyer purchases Certificate(s) from a private seller, the buyer, seller and TDR Administrator will sign the Certificate(s) and record them with the Clerk’s Office. The TDR Administrator will update the Marketplace website with the new Certificate owner’s contact information.

OUTCOMES:

The successful transfer of ownership of Certificates. The County will have funds in the TDR Bank to purchase Certificates from private property owners.

PHASE 5 - REDEEMING PHASE

1. Pre-Application Meeting

The developer will meet with the Growth Management Department staff during a Technical Advisory Committee meeting to present the development proposal.

2. Application

The property owner will apply for development permits to the Building and Development Services Division.

3. Board of County Commissioners’ Meeting (If required)

The developer will present their proposal to the Board of County Commissioners at a public hearing if required. Not all development must be approved by the Board of County Commissioners.

4. Recording of Final Plat

If the development proposal is approved, the Land Use Administrator and the developer will sign the Certificates and record them as “redeemed” with the County Clerk.

OUTCOMES:

The development application will be approved, denied or approved with conditions. If approved, the Certificate(s) are officially redeemed.