



## CITY OF BLACK DIAMOND (TDR) DEVELOPMENT RIGHT CERTIFICATE REQUIREMENTS

If you own property in the City of Black Diamond and you have received a Final Letter of Notification from the City, then you are eligible to apply for a Development Certificate. A Development Right Certificate certifies the number of development rights that are available for you to sell to the owner of an eligible Receiving Site Property. The issuance of the Development Right Certificate does not obligate you to sell any of your development rights. The certificate is merely the document that gives official notice that you have development rights to sell. The certificate is valid for 5 years from the date of issuance.

This worksheet was created in order to help you move forward in this process. Below is a checklist of items that are needed in order to process your development right certificate:

- Copy of the Final Letter of Notification sent to the property owner.
- Copy of the Parcel Deed and Title
- A title report issued by a title insurance company within 30 days from the *date you submit* you application (*that shows the names of the owners of record* and the names of all lien holders). An update to the title certificate/report will be required at the time the Development Right Certificate is issued.
- The property legal description and a copy of the recorded deed that conveyed the property to you must be included with the application. Separate documents are not required if these are included with the title certificate.
- Mortgage and/or Lien Holder Subordination and Release or signed conservation easement (Recording Fee will apply). If there is a mortgage, deed of trust, or other similar lien on the property, then you must provide with your application a subordination agreement, in recordable form, from your lender/lien holder consenting to the potential transfer of the development rights and the placement of a conservation easement on your property at the time the development rights are sold. The City is more than willing to help you through this process. Please contact us at anytime if you have questions.
- Description of the area on the parcel that you'd like to include within the TDR program (Based on the area that is being asked to be included in the program, a site survey and map showing the area of the property for inclusion into the program may be required)
- Completed application and payment of \$500 processing fee. The application must be signed by ALL of the property owners. If you own more than one tax parcel, a separate application must be completed and the application fee paid for each parcel.

Staff understands that this process will take some time and is available to help you through it. *In fact we strongly recommend that you schedule a pre-submittal meeting with Natural Resources Director, Aaron Nix, prior to submitting the application.* Some property owners may be entitled to receive more development rights than are set forth in their Final Letter of Notification. In addition, according to code, a fee in the amount of \$50 per TDR is required to be paid once the total amount of TDR's is agreed to and prior to the issuance of the Development Right Certificate. Please contact Permit Staff at 360.886.5700 with questions. Thank you!

**CITY OF BLACK DIAMOND  
(TDR) DEVELOPMENT RIGHT CERTIFICATE APPLICATION**

Tax Parcel #:
---------------

<b>Owner Name:</b>	Phone#:
Mailing Address:	City/St/Zip:
<b>Owner Name:</b>	Phone#:
Mailing Address:	City/St/Zip:
<b>Owner Name:</b>	Phone#:
Mailing Address:	City/St/Zip:

Number of Development Rights you wish to certify for possible transfer: \_\_\_\_\_

Describe any changes made or further study done to the property (dredging, clearing, development, wetland/stream study, etc) to the property since the Final Letter of Notification was issued:

---



---



---

Initial the following acknowledgements (*A and D must be initialed or your application will not be processed*):

\_\_\_\_\_ A) I/we acknowledge my/our intent, at the time we sell or otherwise transfer the development rights for which a Development Right Certificate (DRC) is issued, to grant to the City of Black Diamond a conservation easement permanently restricting development uses on the above parcel to those allowed by the remaining development rights attached to the parcel, if any, and preserving the parcel's environmental/resource value;

\_\_\_\_\_ B) I/we request that the City consider issuing bonus density rights and/or expanding the base development right allocation on the above parcel.

\_\_\_\_\_ C) If bonus development rights are requested, I/we intend to grant to the City a fee simple deed to the parcel for a public trail easement. (Initial's required to be considered for bonus density.)

\_\_\_\_\_ D) I/we acknowledge that upon issuance of the DRC a notice will be recorded which indicates issuance of the DRC and sets forth the number of development rights that have been certified for transfer.

\_\_\_\_\_ E) I/we acknowledge that all information in this application will become public record and will be accessible to the public for inspection and copying.

All owners of record or their representative(s) must sign below.

\_\_\_\_\_ Name

\_\_\_\_\_ Name

\_\_\_\_\_ Title

\_\_\_\_\_ Title

\_\_\_\_\_ Name

\_\_\_\_\_ Name

---

Title

---

Title