

Transportation Impact Fees (TIF) Project Triggers & Overall Process

HOW DO I KNOW IF MY PROJECT TRIGGERS TRANSPORTATION IMPACT FEES (TIF)?

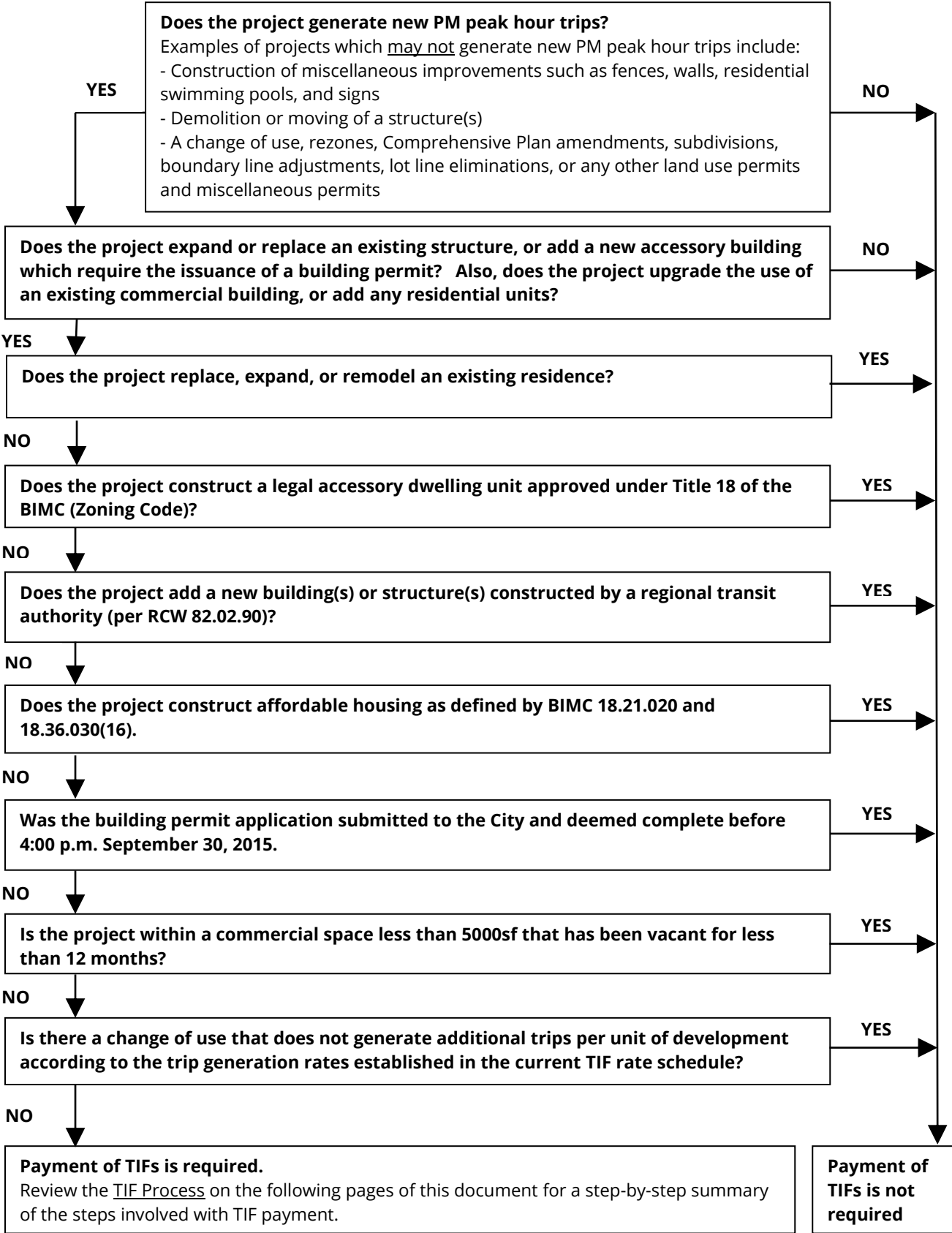
A [TIF Application and Calculation Worksheet](#), found under the docs/forms section of the COBI website, is required for all development activities on Bainbridge Island and is to be completed and submitted along with the building permit submittal.

There are many types of projects which do not trigger Transportation Impact Fees (TIFs). Examples of these projects are listed as follows:

- Miscellaneous improvements such as fences, walls, residential swimming pools, and signs which do not generate increase in peak hour trips.
- Demolition or moving of a structure which does not generate increased peak hour trips.
- A change of use, rezones, Comprehensive Plan amendments, subdivisions, boundary line adjustments, lot line eliminations, or any other land use permits and miscellaneous permits for activities which do not generate increased peak hour trips.
- Projects which do not expand or replace an existing structure, add a new accessory building, upgrade a building's use, or add any residential units which require the issuance of a building permit.
- Construction of any legal accessory dwelling unit approved under Title 18 of the BIMC (Zoning Code).
- Buildings or structures constructed by a regional transit authority (per RCW 82.02.90).
- Construction of affordable housing as defined by BIMC 18.21.020 and BIMC 18.36.0303(16). (Note that only the Affordable Housing units are exempt from TIF).
- Any building permit application that has been submitted to the City and deemed complete before 4:00 p.m. September 30, 2015.
- Any change of use of an existing building or tenant space 5,000 square feet or less, unless said building or tenant space has been vacant for more than 12 consecutive months, as determined by the director.
- Project creates a change of use that does not generate additional trips per unit of development according to the trip generation rates established in the transportation impact fee rate schedule.
- Additional, less common exemptions listed in BIMC 15.30.070.

See the Flow Chart on the following page for additional information

TRANSPORTATION IMPACT FEE (TIFs) TRIGGERS FLOW CHART



TRANSPORTATION IMPACT FEE (TIF) PROCESS

STEP #1

The applicant is to review the Transportation Impact Fees (TIFs) Triggers on the previous pages to determine if their project triggers TIFs per BIMC 15.30.

STEP #2

If it is determined that the project triggers TIFs, the applicant is to review the City's web site www.bainbridgewa.gov for detailed TIF information and to obtain all necessary forms. TIFs are due prior to the issuance of a building permit and the amount is based on the fee schedule in effect at the time a complete building permit application is filed.

STEP #3

The following forms are to be submitted to the City by applicant with the building permit application:

- [TIF Application and Worksheet Form](#)
- TIF Claim for Credit Form (optional)
- TIF Independent Fee Calculation Form (optional)

STEP #4

After City staff receives the forms listed in Step 3, they will process the information and provide the applicant with a final TIF amount which will be added to the associated permit(s) for payment along with other required permitting fees.

STEP #5

The applicant is required to submit the following payments prior to the issuance of a building permit:

- The TIF payment
- The administrative fee (required with each TIF payment)
- The Independent Fee Calculation Review fee (optional)
- If the applicant chooses to appeal, they must submit an appeal fee and follow the procedure outlined in BIMC 15.30.160.

STEP #6

City staff will process, catalog, and then deposit the TIF payment into the TIF fund (BIMC 15.30.100).

STEP #7

The TIF revenue is expended by the City, project-by-project, on only the system improvement projects (as listed on the City's website under "Projects").

STEP #8

On an annual basis, the finance director provides a report to the City Council on the TIF account showing the source and amount of all money collected, earned, or received, and the public improvements that were financed by TIFs.