Fee Waiver Application

Please refer to Resolutions 2013-06-06, 2015-12-03, and 2015-12-19 for the applicability, effective dates and other information on these programs, available in the Permit Center or online at www.clark.wa.gov.

In order to qualify for the fee waiver, this form must be completed in full.

Project information **Date: _____**

Project Name: _____

Permit Number: _____ DEV Number: _____

Type of Business: _____

Project Description: _____

_____

Site Address: _____

Parcel Number(s): _____

Lot size: _____

Does the proposed business primarily engage in taxable retail sales? ❑ Yes ❑ No

Applicant

Name: _____

Address: _____

Phone: _____ Email: _____

Land owner ❑ same as above

Name: _____

Address: _____

Phone: _____ Email: _____

(For multiple owners please attach separate list)

Business owner ❑ same as above

Name: _____

Address: _____

Phone: _____ Email: _____

Community Development
1300 Franklin Street, Vancouver, Washington
Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/development

For an alternate format, contact the Clark County ADA Compliance Office.
Phone: (360)397-2322
Relay: 711 or (800) 833-6384
E-mail: ADA@clark.wa.gov

Business name: _____

Existing Businesses

Existing businesses include those currently in existence inside or outside Clark County that are moving or expanding. **Unless only relocating, existing businesses must add at least one employee to qualify for the fee waiver program**.

1. Please check any of the following that apply:
   - ☐ This business is relocating from address _____ to address _____ (*business is leaving one location inside or outside Clark County and moving to another within the county*).
   - ☐ This business is expanding (*business is growing into an adjacent tenant space or adding on new square footage*).

2. Please provide the following information:

	Existing business	After expansion/ relocation, etc.
Number of permanent jobs (please do not include temporary construction jobs in this number)		
Square footage of space		
Gross annual sales		
Amount of taxable gross annual sales (percentage or total dollars)		

New Businesses

Use this section for new businesses or businesses opening a new location in addition to any locations already operating. **Do not** include expansions or businesses moving from one location to another inside or outside Clark County. If any of those situations apply, please see the section above for existing businesses.

1. Please check the type of project:
   - ☐ New business
   - ☐ This business is opening a new, additional location (*In addition to the location(s) already in existence)*

2. Please provide the following information:

Number of new, permanent jobs (please do not include temporary construction jobs in this number)	
Square footage of space	
Gross annual sales	
Amount of taxable gross annual sales (percentage or total dollars)	

Applicant's agreement for fee waivers

This Agreement must be signed and submitted as part of the application for a fee waiver(s) pursuant to Resolutions 2013-06-06, 2015-12-03, and 2015-12-19.

Applicant's agreement regarding waived fees
The undersigned applicant(s) for a fee waiver(s) understands that the purpose of Resolutions 2013-06-06, 2015-12-03, and 2015-12-19 are to stimulate job production to counter the high levels of unemployment experienced in Clark County.

The applicant(s) hereby agrees that if it receives a fee waiver for a project pursuant to Resolutions 2013-06-06, 2015-12-03, and 2015-12-19, it will:

1. For tenant improvements in existing commercial, office, and industrial buildings, must obtain approval of the first required building permit inspection no later than six (6) months from the date of permit issuance.

2. For new construction, must obtain approval of the first required building permit inspection no later than nine (9) months from completion and acceptance of site improvements.

3. The applicant shall diligently pursue construction thereafter. "Diligently pursue" shall mean that the Applicant shall obtain an inspection approval at least every two months (or four months for buildings valued at greater than three million dollars).

An Applicant receiving a waiver of fees pursuant to Resolutions 2013-06-06, 2015-12-03, and 2015-12-19 who fails to satisfy all of the requirements of this resolution and applicants who fail to diligently commence or diligently pursue construction shall forfeit their approvals, and their applications will be deemed abandoned and expired, provided, if an applicant completes all the requirements for one class of permits such as site plan or subdivision approval, such approvals and waivers shall be final. In the event of a dispute regarding the applicability of this section, the Community Development Director shall make the final decision pursuant to the standards in Resolutions 2013-06-06, 2015-12-03, and 2015-12-19.

By signing the application, the applicant agrees to the terms of Resolutions 2013-06-06, 2015-12-03, and 2015-12-19.

Applying for:
- ❑ Fee waiver
- ❑ TIF waiver

_____
Name of Property Owner (please print)

_____
Signature of Property Owner *

_____
Name of Business Owner/Member of Board of Directors (please print)

_____
Signature of Business Owner /Member of the Board of Directors *

_____
Date

** These signatures must be accompanied by articles of incorporation or other documents demonstrating that the person has signatory authority for the business.*

- ❑ Approved, date: _____
- ❑ Denied, due to: _____

_____

_____
Staff Reviewing Application (print name)

_____
Signature of Staff

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