

**FORM A - DEVELOPMENT IMPACT FEE CALCULATION FORM
CITY OF DELAWARE, OHIO; EFFECTIVE DATE: JANUARY 1, 2001**

Applicant for Building Permit shall complete items 1 through 11, which shall be consistent with all information on the Building Permit Application filed by the Applicant. This Form shall be submitted with the Building Permit Application. The Building Official shall verify information in items 1 through 11, and forward the Development Impact Fee Calculation Form to the Planning Department.

(1) DATE: _____

(2) NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT:

(3) NAME OF PROPERTY OWNER:

(4) PROPERTY PARCEL NUMBER AND/OR SUBDIVISION LOT NUMBER:

(5) DATE OF BUILDING PERMIT APPLICATION:

(6) BUILDING PERMIT APPLICATION NOS. [FOR INTERNAL USE ONLY]:
_____; _____; _____; _____; _____; _____

(7) AMOUNT AND TYPE OF PROPOSED DEVELOPMENT:

Residential/DU's

- Single-family, detached _____
- Townhouse/Duplex _____
- All other _____

Total DU's: _____

Non-Residential/1,000 sq. ft. GFA

- Com/Shop Ctr 50,000 SF or less _____
- Com/Shop Ctr 50,001-100,000 SF _____
- Com/Shop Ctr 100,001-200,000 SF _____
- Com/Shop Ctr over 200,000 SF _____
- Office/Inst. 25,000 SF or less _____
- Office/Inst. 25,001-50,000 SF _____
- Office/Inst. 50,001-100,000 SF _____
- Office/Inst. over 100,000 SF _____
- Business Park _____
- Light Industrial _____
- Warehousing _____
- Manufacturing _____

Total Non-Residential: _____

(8) DEVELOPMENT IMPACT FEE CALCULATION:

[Col. 1] Amount & Type of Land Use	[Col. 2] Parks	[Col. 3] Police	[Col. 4] Fire/EMS	[Col. 5] TOTAL
Residential Development				
____ DU's Single-family, detached				
____ DU's Single-family, detached				
____ DU's All other				
____ DU's TOTAL				
Non-Residential Development				
Com/Shop Ctr 50,000 SF or less				
Com/Shop Ctr 50,001-100,000 SF				
Com/Shop Ctr 100,001-200,000 SF				
Com/Shop Ctr over 200,000 SF				
Office/Inst. 25,000 SF or less				
Office/Inst. 25,001-50,000 SF				
Office/Inst. 50,001-100,000 SF				
Office/Inst. over 100,000 SF				
Business Park				
Light Industrial				
Warehousing				
Manufacturing				
TOTAL AMOUNT	\$	\$	\$	\$ (Grand Total)

Instructions:

- (a) In Column 1, insert the total amount of the proposed development, by land use categories as set forth.
- (b) In Columns 2 through 4, multiply the amount of development by land use category by the applicable Development Impact Fee for that land use category as set forth in the individual public facility Development Impact Fee ordinances currently in effect. [Note that not all land use categories will be filled in for a particular development and, therefore, that Development Impact Fees need not be calculated for all land use categories listed in Column 1. Note also that not all Development Impact Fees apply to every category of land use, e.g., the Park and Recreation Facilities Development Impact Fees apply only to residential development.]
- (c) At the bottom of Columns 2 through 4, the total Development Impact Fees by public facility will be shown.
- (d) In Column 5, the total Development Impact Fees for all public facilities by land use category will be shown.
- (e) At the bottom of Column 5, the "grand total" of all Development Impact Fees to be imposed on the proposed development will be shown.

- (9) EXEMPTION REQUESTED [Exemption must be requested at time of Application for Building Permit]:
 Yes No
 [If yes, include copy of Form B-Request for Exemption From Development Impact Fees.]
- (10) OFFSET REQUESTED: [Offset must be requested at time of Application for Building Permit]:
 Yes No
 [If yes, include copy of Form C - Request for Offset Form]
- (11) ALL INFORMATION SUBMITTED BY APPLICANT IS TRUE AND ACCURATE:

_____ [Applicant Signature] _____ [Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]

- (12) DATE OF RECEIPT OF DEVELOPMENT IMPACT FEE CALCULATION FORM:
- (13) BUILDING PERMIT OFFICIAL VERIFICATION OF ITEMS 1 THROUGH 11 AND TRANSFER OF FORM TO PLANNING DIRECTOR. Date:
- (14) FORM A REVIEWED BY:
 Name:
 Title:
 Department:
- (15) INITIAL DEVELOPMENT IMPACT FEE CALCULATION REVIEWED BY PLANNING DIRECTOR:
 Date: _____; Approved Disapproved
 If _____ disapproved, explain why:
 If disapproved, provide revised Development Impact Fee calculation: \$ _____ and notify Applicant.

(16) IF EXEMPTION WAS REQUESTED, FORM B, REQUEST FOR EXEMPTION AND SUPPORTING DOCUMENTATION REVIEWED BY:

Name:

Title:

Department:

(17) EXEMPTION REQUEST REVIEW COMPLETED:

Date:

(18) ACTION BY CITY ON REQUEST FOR EXEMPTION:

Approved

Approved, subject to the following conditions:

Denied

Inadequate information on which to base a decision [specify additional information needed]:

(19) IF OFFSET WAS REQUESTED, FORM C, OFFSET REQUEST AND SUPPORTING DOCUMENTATION REVIEWED BY:

Name:

Title:

Department: _____

(20) OFFSET REQUEST REVIEW COMPLETED: Date:

(21) ACTION BY CITY ON REQUEST FOR OFFSET:

Approved

Approved, subject to the following conditions:

Denied

Inadequate information on which to base a decision [specify additional information needed]:

(22) IF APPROVED OR APPROVED SUBJECT TO CONDITIONS, AMOUNT OF EXEMPTION/OFFSET (BY PUBLIC FACILITY DEVELOPMENT IMPACT FEE)

Public Facility	Amount of Fee Pursuant to Form A (Without Exemption or Offset)	Exemption/Offset Amount	Revised Final Development Impact Fee
Parks and Recreation	\$	\$	\$
Police	\$	\$	\$
Fire/EMS	\$	\$	\$
TOTAL:	\$	\$	\$

(23) FINAL DEVELOPMENT IMPACT FEE CALCULATION VERIFICATION, INCLUDING EXEMPTION, IF APPROVED BY MAYOR AND CITY COUNCIL AND OFFSET, IF APPLICABLE AND APPROVED:

_____ [Planning Director Signature] _____ [Date]

(24) FINAL DEVELOPMENT IMPACT FEE CALCULATION AGREED TO BY APPLICANT:

_____ [Applicant Signature] _____ [Date]

FORM B - REQUEST FOR EXEMPTION FROM DEVELOPMENT IMPACT FEES
CITY OF DELAWARE, OHIO; EFFECTIVE DATE: JANUARY 1, 2001

Applicant for Building Permit shall complete items 1 through 9, which shall be consistent with all information on the Building Permit Application filed by the Applicant. A copy of the application for the Building Permit and a copy of Form A shall be attached hereto. The Request for Exemption Form shall be submitted by the Applicant to the Building Official. The Building Official shall verify the information in items 1 through 9, and forward the Request for Exemption Form to the Planning Director for review and determination and subsequently to the Mayor and City Council for action.

(1) DATE: _____

(2) NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT:

(3) NAME OF PROPERTY OWNER: _____

(4) PROPERTY PARCEL NUMBER AND/OR SUBDIVISION LOT NUMBER: _____

(5) DATE OF BUILDING PERMIT APPLICATION: _____

(6) BUILDING PERMIT APPLICATION NOS. [FOR INTERNAL USE ONLY]:
 _____; _____; _____; _____; _____

(7) AMOUNT AND TYPE OF PROPOSED DEVELOPMENT:

Residential/DU's

- Single-family, detached _____
- Townhouse/Duplex _____
- All other _____
- Total DU's: _____

Non-Residential/1,000 sq. ft. GFA

- Com/Shop Ctr 50,000 SF or less _____
- Com/Shop Ctr 50,001-100,000 SF _____
- Com/Shop Ctr 100,001-200,000 SF _____
- Com/Shop Ctr over 200,000 SF _____
- Office/Inst. 25,000 SF or less _____
- Office/Inst. 25,001-50,000 SF _____
- Office/Inst. 50,001-100,000 SF _____
- Office/Inst. over 100,000 SF _____
- Business Park _____
- Light Industrial _____
- Warehousing _____
- Manufacturing _____
- Total Non-Residential: _____

(8) REASON FOR EXEMPTION REQUEST:

- A Building Permit has already been issued for development on the subject property.
- A Development Impact Fee or fees has/have already been paid for proposed or actual development on this property.
- The proposed residential development/redevelopment will not add dwelling units to those already on the subject property [please note, however, if there is a change in the type/mix of dwelling units, e.g., single-family detached, all others].
- The proposed non-residential development/redevelopment will not add square footage to that already on the subject property [please note, however, if there is a change in the type/mix of non-residential development, e.g., commercial/shopping center, office/institutional, business park, light industrial, warehousing, manufacturing].
- The proposed development/use of the subject property will not result in an increase in demand for public facilities funded in whole or in part by Development Impact Fees.
- The proposed development project is exempt pursuant to § _____ of the Development Impact Fee Procedural Ordinance.
- The proposed development project is exempt pursuant to Ordinance No. _____.
- Other, explain in detail: _____

(9) ALL INFORMATION SUBMITTED BY APPLICANT IS TRUE AND ACCURATE:

_____ [Applicant Signature] _____ [Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]

(10) DATE OF RECEIPT OF REQUEST FOR EXEMPTION FORM AND ACCOMPANYING DOCUMENTATION
Date: _____

(11) BUILDING PERMIT OFFICIAL VERIFICATION OF ITEMS 1 THROUGH 9 AND TRANSFER OF FORM TO PLANNING DIRECTOR. Date: _____

(12) EXEMPTION REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION REVIEWED BY:
Name: _____
Title: _____
Department: _____

(13) FINDINGS: _____

(14) PROPOSED ACTION ON REQUEST FOR EXEMPTION:

- Approved
- Approved, subject to the following conditions: _____

- Denied
- Inadequate information on which to base a decision [specify additional information needed]: _____

(15) REASON FOR PROPOSED ACTION: _____

(16) FINAL RECOMMENDATION MADE BY PLANNING DIRECTOR:

[Signature]

[Date]

*[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS
FROM PLANNING DIRECTOR TO CITY COUNCIL]*

(17) PUBLIC REVIEW AND ACTION BY MAYOR AND CITY COUNCIL (attach Council Meeting Minutes):

- Approved
- Approved, subject to the following conditions: _____

- Denied
- Deferred [with or without a request for additional information] until: _____ [Date]

(18) DATE OF COUNCIL ACTION: _____

(19) IF APPROVED, IN WHOLE OR IN PART, or APPROVED WITH CONDITIONS:

- (a) Amount of Exempted Fees: \$ _____
- (b) Source of substitute funds for Exempted Fees (general government funds): _____
- (c) Timing of placement of substitute funds into appropriate public facility Development Impact Fee account:

- (d) Title of appropriate public facility Development Impact Fee account: _____

**FORM C - REQUEST FOR OFFSET FROM DEVELOPMENT IMPACT FEES
CITY OF DELAWARE, OHIO; EFFECTIVE DATE: JANUARY 1, 2001**

Applicant for Building Permit shall complete items 1 through 10, which shall be consistent with all information on the Building Permit Application filed by the Applicant. A copy of the application for Building Permit and a copy of Form A shall be attached hereto. The Request for Offset Form shall be submitted by the Applicant to the Building Official. The Building Official shall verify the information in items 1 through 10, and forward the Request for Offset Form to the Planning Director for review and determination and subsequently to the Mayor and City Council for action.

(1) DATE: _____

(2) NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT:

(3) NAME OF PROPERTY OWNER: _____

(4) PROPERTY PARCEL NUMBER AND/OR SUBDIVISION LOT NUMBER: _____

(5) DATE OF BUILDING PERMIT APPLICATION: _____

(6) BUILDING PERMIT APPLICATION NOS. [FOR INTERNAL USE ONLY]:
_____ ; _____ ; _____ ; _____ ; _____ ; _____

(7) AMOUNT AND TYPE OF PROPOSED DEVELOPMENT:

Residential/DU's

- Single-family, detached _____
- Townhouse/Duplex _____
- All other _____
- Total DU's: _____

Non-Residential/1,000 sq. ft. GFA

- Com/Shop Ctr 50,000 SF or less _____
- Com/Shop Ctr 50,001-100,000 SF _____
- Com/Shop Ctr 100,001-200,000 SF _____
- Com/Shop Ctr over 200,000 SF _____
- Office/Inst. 25,000 SF or less _____
- Office/Inst. 25,001-50,000 SF _____
- Office/Inst. 50,001-100,000 SF _____
- Office/Inst. over 100,000 SF _____
- Business Park _____
- Light Industrial _____
- Warehousing _____
- Manufacturing _____
- Total Non-Residential: _____

(8) REASON FOR OFFSET REQUEST:

- Cash Contribution already made.
- Cash Contribution to be made. [Indicate when and pursuant to what legal obligation]

- Taxes paid or to be paid. [Payment of typical City taxes have already been accounted for in the Development Impact Fee Methodology Report. This box shall only be checked if there are special or unusual tax considerations.]
- Assessments paid or to be paid.
- Dedication of land for a public facility, subject to Development Impact Fees Methodology Report.
- Construction of all or part of a public facility, subject to Development Impact Fees Methodology Report.
- Other; explain in detail: _____

(9) REQUIREMENTS FOR OFFSETS TO DEVELOPMENT IMPACT FEE, PER ITEM #8 ABOVE:

- (a) The offset requested is for a public facility for which a Development Impact Fee would otherwise be imposed:
 Yes No

- (b) The offset requested is for a public facility meeting or exceeding the demand generated by the proposed development:
 Yes No

- (c) The offset requested will not exceed the amount of the Development Impact Fee otherwise calculated to be due:
 Yes No

- (d) The offset requested for dedication of land or construction of all or part of a public facility applies only to a Development Impact Fee for the same type of public facility [*i.e.*, even if the value of the dedication of land or construction of a public facility exceeds the Development Impact Fee otherwise calculated to be due for that public facility, the excess value may not be transferred to offset a Development Impact Fee for a different public facility nor may the excess value be transferred to another property or development, even if owned by the Applicant]:
 Yes No

- (e) The offset requested [as determined solely by the City] is a reasonable substitute for the cost of a public facility included in the Development Impact Fee calculation methodology:
 Yes No

- (f) The amount of the offset requested has been determined by the City:
 Yes No
If yes, the amount of the offset for _____ [insert public facility] is \$_____,
[insert amount], which is equal to or less than the Development Impact Fee as calculated for the proposed development pursuant to Form A:
 Yes No

- (g) If the offset requested exceeds the Development Impact Fee as calculated for the proposed development, the City may grant such excess offset; provided, however, that any reimbursement, if requested by the Applicant, shall not be made unless and until the City first determines that the applicable public facility account has sufficient revenues to make the reimbursement without jeopardizing the City's capital improvements program nor the logical and beneficial provision of public facilities generally to the City.
Excess offset granted:
 Yes No If Yes, when: _____ [Date]

(10) ALL INFORMATION SUBMITTED BY APPLICANT IS TRUE AND ACCURATE:

[Applicant Signature]

[Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

*[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS
FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]*

(11) DATE OF RECEIPT OF REQUEST FOR OFFSET FORM AND ACCOMPANYING DOCUMENTATION
Date: _____

(12) BUILDING PERMIT OFFICIAL VERIFICATION OF ITEMS 1 THROUGH 10 AND TRANSFER OF FORM TO PLANNING DIRECTOR. Date: _____

(13) OFFSET REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION REVIEWED BY:
Name: _____
Title: _____
Department: _____

(14) FINDINGS: _____

(15) PROPOSED ACTION ON REQUEST FOR OFFSET:
 Approved
 Approved, subject to the following conditions: _____

 Denied
 Inadequate information on which to base a decision [specify additional information needed]: _____

(16) REASON FOR PROPOSED ACTION: _____

(17) VALUATION OF OFFSET AMOUNT APPROVED, BY PUBLIC FACILITY [based on analysis by appropriate City department, staff or officials]:

Parks:	\$ _____
Police:	\$ _____
Fire/EMS	\$ _____
TOTAL OFFSET:	\$ _____

FORM D - DEVELOPMENT IMPACT FEE REFUND APPLICATION FORM
CITY OF DELAWARE, OHIO; EFFECTIVE DATE: JANUARY 1, 2001

The Applicant is hereby notified that eligibility for a refund of Development Impact Fees paid is subject to the applicable provisions of Ordinance No. _____. The Applicant for Building Permit shall complete Items 1 through 12. The completed Refund Application Form must be accompanied by a completed copy of Form A - Development Impact Fee Calculation Form and a valid receipt for Development Impact Fees paid (Form I).

(1) DATE: _____

(2) NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT:

(3) NAME OF PROPERTY OWNER: _____

(4) PROPERTY PARCEL NUMBER AND/OR SUBDIVISION LOT NUMBER: _____

(5) DATE OF BUILDING PERMIT APPLICATION: _____

(6) BUILDING PERMIT APPLICATION NOS. [FOR INTERNAL USE ONLY]:
 _____; _____; _____; _____; _____; _____

(7) AMOUNT AND TYPE OF PROPOSED DEVELOPMENT:

Residential/DU's

- Single-family, detached _____
- Townhouse/Duplex _____
- All other _____
- Total DU's: _____

Non-Residential/1,000 sq. ft. GFA

- Com/Shop Ctr 50,000 SF or less _____
- Com/Shop Ctr 50,001-100,000 SF _____
- Com/Shop Ctr 100,001-200,000 SF _____
- Com/Shop Ctr over 200,000 SF _____
- Office/Inst. 25,000 SF or less _____
- Office/Inst. 25,001-50,000 SF _____
- Office/Inst. 50,001-100,000 SF _____
- Office/Inst. over 100,000 SF _____
- Business Park _____
- Light Industrial _____
- Warehousing _____
- Manufacturing _____
- Total Non-Residential: _____

(8) REFUND REQUESTED FOR THE FOLLOWING DEVELOPMENT IMPACT FEES AND IN THE FOLLOWING AMOUNTS:

Parks: \$ _____
Police: \$ _____
Fire/EMS \$ _____
TOTAL PAID: \$ _____

(9) BASIS OF CLAIM FOR REFUND

- Expiration/Revocation of Building Permit for Proposed Development.
- Abandonment of Proposed Development Project After Initiation of Construction but Prior to Completion.
- Reduction in Size (*i.e.*, DU's; sq. ft. of non-residential development) of Proposed Development.
- Failure of City to Appropriate Development Impact Fee Funds Within Required Time Limit.

(10) REFUND REQUEST IS FOR:

- Full
- Partial amount of Development Impact Fees paid, by public facility.

(11) REQUIRED DOCUMENTARY EVIDENCE FOR REFUND:

- (a) a copy of the expired or revoked building permit, if applicable, including the reason for its expiration or revocation prior to completion of the development project, including documentary evidence of the revocation.
- (b) evidence of permanent abandonment of the development project after initiation of construction but prior to completion, supported by evidence that the uncompleted construction has been demolished pursuant to a validly issued City demolition permit.
- (c) evidence that the Refund Application Form has been filed with the City within sixty (60) days following expiration or revocation of the building permit or within sixty (60) days of issuance of the demolition permit, as may be applicable.
- (d) evidence that the completed development project has fewer dwelling units, fewer sq. ft. GFA of non-residential development, a different mix of development or a different type of development than that authorized by the building permit pursuant to which the Development Impact Fee calculation was originally made by the City and paid by the Applicant; and, documentary evidence showing that the revised development project, as completed, was appropriately authorized by the City pursuant to the original building permit, or subsequently issued building permits.
- (e) evidence that the City has not yet appropriated the Development Impact Fees paid by the Applicant for eligible public facility projects within appropriate Development Impact Fee districts and/or within the required time period, all as set forth in the Development Impact Fee Procedural Ordinance; evidence that the Refund Application has been filed with the City within one (1) year following the expiration of the requisite time period for expenditure of development funds as set forth in § _____ of the Development Impact Fee Procedural Ordinance.
- (f) any additional evidence, documentary or otherwise, which the Applicant believes to be relevant to the Refund Application.

(12) ALL INFORMATION SUBMITTED BY APPLICANT IS TRUE AND ACCURATE:

[Applicant Signature]

[Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

*[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS
FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]*

(13) DATE OF RECEIPT OF REQUEST FOR OFFSET FORM AND ACCOMPANYING DOCUMENTATION

Date: _____

(14) REFUND APPLICATION HAS BEEN TIMELY FILED:

Yes No [If No, discontinue processing of form and notify Applicant.]

(15) BUILDING PERMIT OFFICIAL VERIFICATION OF ITEMS 1 THROUGH 12 AND TRANSFER OF FORM TO PLANNING DIRECTOR. Date: _____

(16) REFUND REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION REVIEWED BY:

Name: _____

Title: _____

Department: _____

(17) FINDINGS: _____

(18) PROPOSED ACTION ON REQUEST FOR REFUND:

Approved in Full

Approved in Part (describe) _____

Approved subject to the following conditions: _____

Denied

Inadequate information on which to base a decision [specify additional information needed]: _____

(19) REASON FOR PROPOSED ACTION: _____

(20) IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS:

<u>Public Facility</u>	<u>Development Impact Fee Paid Pursuant to Form A</u>	<u>Refund Amount Requested by Applicant</u>	<u>Refund Amount Approved by City</u>
Parks	\$ _____	\$ _____	\$ _____
Police	\$ _____	\$ _____	\$ _____
Fire/EMS	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

- Note: (a) No interest shall be paid by the City in calculating the amount of the refund despite the elapsed period of time between fee payment and fee refund.
 (b) A 10% administrative processing fee (but not to exceed \$500) shall be deducted from the amount of any refund otherwise calculated to be due to the Applicant. Such administrative processing fee shall be retained by the City in the appropriate account(s).
 (c) Except as otherwise provided in the Development Impact Fee Procedural Ordinance, the refund shall be paid only to the current owner of the subject property.

(21) REASON FOR DETERMINATION AND ACTION ON REFUND REQUEST: _____

(22) IF APPROVED IN FULL OR IN PART, OR SUBJECT TO CONDITIONS, THE FORM OF PAYMENT SHALL BE:

- Direct Payment (Check)
- Offsetting of Refund Against Other Development Impact Fees Due for the Same Category of Public Facilities for New Development on the Same Property
- Other (subject to agreement between City and Applicant)

(23) SUBSEQUENT CITY ACTION REQUIRED, IF ANY, AND RESPONSIBLE DEPARTMENT, STAFF OR OFFICIAL:

(24) FINAL RECOMMENDATION MADE BY PLANNING DIRECTOR:

_____ [Signature]

_____ [Date]

*[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS
FROM PLANNING DIRECTOR TO FINANCE DIRECTOR]*

(25) FINANCE DEPARTMENT NOTIFIED: _____ [Date].

(26) FINANCE DEPARTMENT REFUND CHECK ISSUED TO APPLICANT/PROPERTY OWNER:
 Date: _____; Check #: _____

(27) REFUND ALTERNATIVES:

(a) Refund Applied as Offset for other Development Impact Fees Due on Same Property (describe): _____

(b) Agreement between City and Applicant (describe): _____

(28) RELEASE AND WAIVER BY APPLICANT/PROPERTY OWNER TO ANY ADDITIONAL REFUNDS OF DEVELOPMENT IMPACT FEES PAID PURSUANT TO FORM A, ON THE SUBJECT PROPERTY:

_____ [Applicant Signature] _____ [Date]

(29) RELEASE AND WAIVER ACCEPTED BY FINANCE DIRECTOR ON BEHALF OF CITY:

_____ [Finance Director Signature] _____ [Date]

FORM E - DEVELOPMENT IMPACT FEE APPEALS FORM
CITY OF DELAWARE, OHIO; EFFECTIVE DATE: JANUARY 1, 2001

The Applicant for Building Permit shall complete Items 1 through 12. Applicant may appeal any decision of the Planning Director or his designee by filing a Development Impact Fee Appeals Form with the Planning Director within thirty (30) days following such decision. The filing of an appeal shall stay issuance of a building permit for the proposed development unless the Applicant pays the Development Impact Fee calculated to be due pursuant to Form A or submits a letter of credit, bond or other sufficient surety in a form satisfactory to the City Attorney in an amount equal to the Development Impact Fee calculated to be due pursuant to Form A. The completed Development Impact Fee Appeals Form must be accompanied by a completed copy of Form A - Development Impact Fee Calculation Form.

(1) DATE: _____

(2) NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT:

(3) NAME OF PROPERTY OWNER: _____

(4) PROPERTY PARCEL NUMBER AND/OR SUBDIVISION LOT NUMBER: _____

(5) DATE OF BUILDING PERMIT APPLICATION: _____

(6) BUILDING PERMIT APPLICATION NOS. [FOR INTERNAL USE ONLY]:

_____ ; _____ ; _____ ; _____ ; _____ ; _____

(7) AMOUNT AND TYPE OF PROPOSED DEVELOPMENT:

- Residential/DU's
- Single-family, detached _____
 - Townhouse/Duplex _____
 - All other _____
- Total DU's: _____

- Non-Residential/1,000 sq. ft. GFA
- Com/Shop Ctr 50,000 SF or less _____
 - Com/Shop Ctr 50,001-100,000 SF _____
 - Com/Shop Ctr 100,001-200,000 SF _____
 - Com/Shop Ctr over 200,000 SF _____
 - Office/Inst. 25,000 SF or less _____
 - Office/Inst. 25,001-50,000 SF _____
 - Office/Inst. 50,001-100,000 SF _____
 - Office/Inst. over 100,000 SF _____
 - Business Park _____
 - Light Industrial _____
 - Warehousing _____
 - Manufacturing _____
- Total Non-Residential: _____

- (8) DECISION OF PLANNING DIRECTOR BEING APPEALED:
- Development Impact Fee applicability; indicate public facility _____
 - Development Impact Fee amount; indicate public facility _____
 - Development Impact Fee district; indicate district, if applicable _____
 - Development Impact Fee exemption (attach Form B)
 - Development Impact Fee offset (attach Form C)
 - Development Impact Fee refund (attach Form D)
 - Appropriation of Development Impact Fee funds (attach Form H)
 - Other [please describe] _____

(9) DATE OF PLANNING DIRECTOR'S DECISION BEING APPEALED: _____

(10) DOCUMENTATION PROVIDED BY APPLICANT IN SUPPORT OF APPEAL: _____

- (11) Impact Fee Amount:
- Development Impact Fee paid: \$ _____; Date: _____
 - Letter of credit, bond or other surety provided: \$ _____; Date: _____
- Has form and amount of letter of credit been approved by the City Attorney?
- Yes No

(12) ALL INFORMATION SUBMITTED BY APPLICANT IS TRUE AND ACCURATE:

_____ [Applicant Signature] _____ [Date]

STOP. THE FOLLOWING CERTIFICATIONS ARE TO BE COMPLETED BY THE PLANNING DIRECTOR AND OTHER CITY DEPARTMENTS, STAFF AND OFFICIALS, AS APPROPRIATE.

[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS FROM BUILDING OFFICIAL TO PLANNING DIRECTOR]

(13) DATE OF RECEIPT OF REQUEST FOR OFFSET FORM AND ACCOMPANYING DOCUMENTATION
Date: _____

(14) BUILDING PERMIT OFFICIAL VERIFICATION OF ITEMS 1 THROUGH 10 AND TRANSFER OF FORM TO PLANNING DIRECTOR. Date: _____

(15) APPEAL REQUEST, APPLICATION FORM AND SUPPORTING DOCUMENTATION REVIEWED BY:

Name: _____

Title: _____

Department: _____

(16) FINDINGS: _____

(17) REASON FOR PROPOSED ACTION: _____

(18) PROPOSED ACTION ON REQUEST FOR OFFSET:

- Approved
- Approved, subject to the following conditions: _____

- Denied
- Inadequate information on which to base a decision [specify additional information needed]: _____

(19) APPEAL AND SUPPORTING DOCUMENTATION REVIEWED BY PLANNING DIRECTOR:

_____ [Planning Director Signature] _____ [Date]

(20) APPEAL AND SUPPORTING DOCUMENTATION REVIEWED BY CITY ATTORNEY:

_____ [City Attorney Signature] _____ [Date]

*[ACTION - TRANSFER OF FORM AND SUPPORTING MATERIALS
FROM PLANNING DIRECTOR TO CITY COUNCIL]*

(21) APPEAL AND PLANNING DIRECTOR/CITY ATTORNEY REVIEW COMMENTS FORWARDED TO MAYOR AND CITY COUNCIL ON _____ [Date]

(22) APPEAL HEARD BY COUNCIL ON: _____ [Date]

(23) COUNCIL DECISION RENDERED ON: _____ [Date]

(24) ACTION OF COUNCIL ON THE APPEAL:

- upheld
- upheld with conditions
- denied

(25) REASON FOR COUNCIL DETERMINATION AND ACTION: _____

(26) SUBSEQUENT CITY ACTION REQUIRED, IF ANY, AND RESPONSIBLE DEPARTMENT, STAFF OR OFFICIAL: _____
