



KITSAP COUNTY

Department of Community Development

Transfer of Development Rights (TDR) Program: Letter of Intent to Issue TDR Certificate

[DATE]

[NAME]

[STREET ADDRESS]

[CITY, STATE ZIP]

RE: Letter of Intent to Issue Transfer of Development Right (TDR) Certificate

Dear [APPLICANT NAME]:

Kitsap County Department of Department of Community Development (DCD) completed a review of TDR Certificate Application No. _____. Based on the applicant's submittal information, DCD determined that the proposed sending site meets the requirements of KCC 17.580 and confirms that there are development rights on the sending site that are eligible for transfer as delineated on the attached sending site map. The sending site is _____ gross acres with a _____ land use designation, and _____ zoning designation of which _____ acres is the minimum parcel size.

This certified letter of intent is an agreement by the county to issue ____ serially numbered TDR certificates to the sending site landowner in exchange for a sending site conservation easement granted to the county by the landowner pursuant to KCC 17.580. The certificate letter of intent has no value and cannot be transferred or used as development rights for TDR receiving areas.

This certified letter of intent is valid for five (5) years from the date above, during which time the applicant must submit and obtain county approval of a conservation easement pursuant to KCC 17.580.100. The conservation easement must be submitted as part of the original application with a corresponding fee. The county has thirty (30) days from the date a TDR conservation easement is submitted to conduct a review of the sending site application and perform a site inspection. If, based on the review, the county determines that conditions on the sending site are materially different than those documented in the information provided in the TDR certificate application, the county is required by KCC 17.580.090 to reject the conservation easement, which will automatically void this TDR certified letter of intent. Examples of materially different conditions on the sending site include a boundary line adjustment or a subdivision of the property or the construction of a new dwelling unit. If a TDR certificate letter of intent is void, the applicant may reapply for TDR certification. A reapplication would require a new processing fee and would be subject to the requirements of KCC 17.580.



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Upon the approval and recording of the conservation easement, the county shall issue the ___ serially numbered TDR certificates to the sending site landowner for use in accordance with KCC 17.580.110. If you have any questions regarding this letter, please contact Kitsap One at (360) 337-5777.

Sincerely,

Darren Gurnee, Planner
Kitsap County Department of Community Development
Planning and Environmental Programs
619 Division Street
Port Orchard, WA 98366

Attachment