

**HAMILTON TOWNSHIP  
IMPACT FEE  
ADMINISTRATIVE RULES**

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**Date Issued:** **August 21, 2007**

**Revision Date:**

## I. INTENT

The following Administrative Rules and procedures shall guide the Impact Fees Administrator in the administration of the Hamilton Township Impact Fee Resolution 07-0418 and dated May 2, 2007 (hereafter referred to as the Impact Fee Resolution). This information is also intended to provide the public with general information on the collection of impact fees and allowable credits.

The Administrative Rules are to be used only as a guide and shall not supercede any wording contained within the Impact Fee Resolution. In construing these Rules, all words, phrases and terms contained here shall have the same meaning as defined in the Impact Fee Resolution.

## II. ADMINISTRATIVE ORGANIZATION AND RESPONSIBILITY

**A. Impact Fees Administrator:** The Impact Fees Administrator is hereby authorized to interpret and enforce all provisions of these Administrative Rules and the appropriate Impact Fee Resolution of Hamilton Township and to carry out the general administration of all impact fees enacted by Hamilton Township. The Impact Fees Administrator shall have the responsibility to carry out the following:

1. When no equivalent type of land use is present in either the fee schedule or in the Hamilton Township Zoning Code, or is a previously determined miscellaneous land use, the Impact Fees Administrator shall establish a fee applicable to the most nearly equivalent type of land use on the fee schedule. If the type of impact-generating development is not specified on the above schedule, the impact fee administrator shall determine the fee on the basis of the fee applicable to the most nearly comparable type of land use on the fee schedule. The impact fee administrator shall be guided in the selection of a comparable type of land use by trip generation rates contained in the most current edition of the report titled *Trip Generation*, prepared by the Institute of Transportation Engineers (ITE), or articles or reports appearing in the ITE Journal.
2. When requested by the fee payer, the Impact Fees Administrator shall assess and certify the impact fee applicable to a particular development using the procedures described in the applicable Impact Fee Resolution and in these Administrative Rules.
  - a. The Impact Fees Administrator shall calculate and the assess impact fee as follows:
    1. Determine the applicable land use category

2. Verify the number of dwelling units or the square footage of the structure; and
  3. Multiply the number of dwelling units or the amount of square footage, whichever is applicable, by the applicable impact fee.
3. The Impact Fees Administrator shall determine exemptions from a requirement to pay an impact fee or reduction in the amount of the fee.
  4. The Impact Fees Administrator shall determine the availability of and the amount of any refund of an impact fee.
  5. The Impact Fees Administrator shall calculate the additional impact fee due in the event of change of use, redevelopment, or modifications of an existing use.
  6. The Impact Fees Administrator shall calculate and grant credits for contributions, dedications or improvements that may be used to offset any impact fee otherwise due.
  7. The Impact Fees Administrator shall maintain separate interest bearing accounts clearly identifying the payor and category of capital improvements within the service area in which the fee was collected.

### **III. IMPOSITION OF IMPACT FEE**

#### **A. Assessment of the Impact Fee**

1. Assessment of Fee. The impact fee shall be assessed as follows:
  - a. The Impact Fee Resolution was passed May 2, 2007 and therefore is effective on June 2, 2007.
  - b. The Impact Fees are effective following ninety (90) days after Effective Date or August 31, 2007 at thirty-three (33) percent of the full fee.
  - c. Following 455 days after the Effective Date, or September 1, 2008 the impact fees shall be increased to sixty-six (66) percent of the full fee.
  - d. Following 820 days after the Effective Date or August 31, 2009, the impact fees shall be increased to the full rate.
2. In general, impact fees shall be paid based on the principal use of a building or lot. For example, a warehouse that contained a small administrative office would be assessed at the warehouse rate for all of the square footage. Shopping centers are assessed at the retail/commercial rate, regardless of the type of tenants. For a true

mixed-use development, such as one that includes both residential and nonresidential development, the fee shall be determined by calculating the fees that would be payable for each use as if it was a free-standing land use type pursuant to the fee schedule.

3. If the type of impact-generating development is for a change of land use type or for the expansion, redevelopment, or modification of an existing development, the fee shall be based on the net increase in the fee for the new land use type as compared to the previous land use type.
4. In the event that the proposed change of land use type, redevelopment, or modification results in a net decrease in the fee for the new use or development as compared to the previous use or development, there shall be no refund of impact fees previously paid.
5. Square feet in the fee schedule refers to the gross floor area.

#### **B. Payment Due [Collection of the Impact Fee]**

1. Any person who causes the commencement of impact-generating development shall be obligated at that time to pay the impact fee, pursuant to the terms of this resolution. The obligation to pay the impact fees shall run with the land.
2. The impact fee shall be determined and paid at the time of the submission of the zoning certificate for the development. The applicant for the zoning certificate shall be responsible for paying the fee.
3. Once the Impact Fee Administrator has been provided with all of the necessary data in order to issue a zoning certificate for a development, the calculation and determination of the impact fee shall be completed no later than three business days after the data has been provided.
4. All payments shall be made in the following manner:
  - a. Payment by approved personal or business check, cashier's check, or money order payable to Hamilton Township;
  - b. All payments are to be made at Administrative offices of the Hamilton Township; and
  - c. In lieu of monetary payment, up to 100% of an impact fee due may be paid by the use of applicable credits as defined in Section VI.

### **C. Expiration of Zoning Certificates**

1. If a zoning certificate expires, is revoked, or is voluntarily surrendered and is, therefore, voided and no construction or improvement of land has commenced, then the feepayer shall be entitled to a refund, without interest, of 100% of the impact fee which was paid as a condition for its issuance. In the case of an expired permit which was obtained in whole or in part by the use of credits, only that portion not paid by credits may be refunded. The feepayer shall apply to the Impact Fees Administrator to reinstate the credits that were not utilized. Any request to reinstate a credit must be made at the time of reapplication or it shall be deemed waived.
2. If a refund has been received by the feepayer, the feepayer must pay the appropriate impact fee if reapplication is made for a zoning certificate. If a zoning certificate expires and no refund has been issued, a feepayer will not be required to pay the fee again if reapplication is made for the zoning certificate on the same lot, parcel or tract unless the use or size of the structure has changed within the previous four years of the original assessment. In the event the use or size of the structure has changed, the amount due would be the change in the amount of the fee based upon the new structure or use.
3. A credit for previous payment of an impact fee must be requested by the feepayer. Any credit not so requested at the time of reapplication shall be deemed waived by the feepayer.
4. A refund of the impact fee shall not be granted if the zoning certificate expires and construction has not commenced. In this case, the feepayer will not have to pay the impact fee if reapplication is made for a zoning certificate for the same type and size of structure.

## **IV. DETERMINATION OF AN IMPACT FEE BASED ON FEE SCHEDULES**

### **A. Payment from Schedule**

Any person who commences an impact-generating development, except those exempted or preparing an independent fee calculation study, shall pay an impact fee in accordance with the following fee schedules. There shall be one, single fee imposed upon such person based upon the following four components.

(1) Road Impact Fee Component.

<b>Land Use Type</b>	<b>Unit</b>	<b>Road Impact Fee</b>
Single-Family Detached	Dwelling	\$3,964
Multi-Family	Dwelling	\$2,782
Hotel/Motel	Room	\$2,857
Retail/Commercial	1,000 sq. ft.	\$7,265
Office/Institutional	1,000 sq. ft.	\$4,562
Industrial	1,000 sq. ft.	\$3,512
Warehouse	1,000 sq. ft.	\$2,503
Church	1,000 sq. ft.	\$2,797
School	1,000 sq. ft.	\$3,237
Nursing Home	1,000 sq. ft.	\$1,871
Hospital	1,000 sq. ft.	\$7,212

No road impact fee shall be utilized or collected to maintain State Route 48 or State Route 22.

(2) Fire Protection and Police Protection Impact Fee Component.

<b>Land Use Type</b>	<b>Unit</b>	<b>Fire Protection Fee</b>	<b>Police Protection Fee</b>
Single-Family Detached	Dwelling	\$335	\$206
Multi-Family	Dwelling	\$187	\$115
Hotel/Motel	Room	\$160	\$ 98
Retail/Commercial	1,000 sq. ft.	\$432	\$265
Office/Institutional	1,000 sq. ft.	\$244	\$150
Industrial	1,000 sq. ft.	\$153	\$ 94
Warehouse	1,000 sq. ft.	\$ 97	\$ 60
Church	1,000 sq. ft.	\$ 91	\$ 56
School	1,000 sq. ft.	\$138	\$ 85
Nursing Home	1,000 sq. ft.	\$244	\$150
Hospital	1,000 sq. ft.	\$244	\$150

The fire protection fee and police protection fee are separate fees that cover distinctly different facilities

(3) Parks Impact Fee Component.

Land Use Type	Unit	Park Impact Fee
Single-Family Detached	Dwelling	\$1,648
Multi-Family	Dwelling	\$ 921

No park component of the impact fee shall be assessed for land use types other than single-family detached and multi-family.

**B. Residential Area**

The amount of the impact fee for residential structures shall be based on the number of dwelling units within the structure and not on gross floor area of the structure.

**C. Non-Residential Area**

The amount of the impact fee for non-residential structures shall be based on both enclosed and open areas of a building. Enclosed area refers to the total area of all floors of a building as measured to the exterior walls and including halls, stairways, elevator shafts, attached garages, porches and balconies. Open areas refer to decks or patios not covered by a roof and which are used for a functionally related purpose.

**V. EXEMPTIONS**

**A. Must Be Claimed by Feepayers**

An exemption must be claimed by the feepayer no later than 30 days prior to the time of application for a zoning certificate. Any exemption not so claimed shall be deemed waived by the feepayer. Applicants whose requests for exemptions from an impact fee are rejected may appeal the decision to the Hamilton Township Board of Zoning Appeals within thirty (30) days of the decision.

The following shall be exempt from the terms and shall pay no impact fee:

1. Alterations of an existing dwelling unit where no additional dwelling units are created.
2. Replacement of a destroyed, partially destroyed or moved residential building or structure with a new building or structure of the same use and with the same number of dwelling units as the original building or structure. This exemption shall not apply in the case of a destroyed, partially destroyed or moved structure which contains an illegal

nonconforming use under the zoning regulations of Hamilton Township, Ohio.

3. Replacement of a destroyed, partially destroyed or moved nonresidential building or structure with a new building or structure of the same use and not exceeding the gross floor area of the original building or structure.
4. Any development for which a completed application for a zoning certificate was submitted prior to the effective date of this resolution, provided that the construction proceeds according to the provisions of the building permit for which the zoning certificate was issued and the permit does not expire prior to the completion of the construction. In the event that the zoning certificate does expire before completion of construction, then the provisions of this impact fee shall apply to the development. In such case, the zoning certificate shall not be issued without the payment of the impact fee.
5. The impact fee administrator shall determine the validity of any claim for exemption pursuant to the criteria set forth in this resolution. In the event that the developer contends that the determination of the Impact Fee Administrator is not correct, such developer may appeal within thirty days of the determination by the Impact Fee Administrator to the Hamilton Township Board of Zoning Appeals pursuant to Section 26.01 of the Hamilton Township Zoning Code.

## **VI. CREDITS**

### **A. General Conditions**

1. Credit from impact fees collected by the Township shall be provided for contributions toward the cost of projects identified by the various capital improvement project studies within the Hamilton Township Thoroughfare Plan (Page 21). All normal components of a roadway expansion project are eligible for credits, including engineering and design, construction of new lanes, and reconstruction of existing lanes. However, costs for the modifications or widening of bridges, rights-of-ways, relocation of utilities and improvements to State Route 48 and US 22-3 are not eligible for credits as these costs estimates were not factored into improvements identified on the Hamilton Township Thoroughfare Plan (Page 19). Also No credit will be applied to the road impact fee for improvements to the major roadway system that primarily serves traffic generated by the applicant's project, such as acceleration/deceleration lanes into and out of the project. In addition, no credits will be provided for: private improvements; system improvements that are not accepted by the Township; and construction

of improvements or conveyance of land for which consideration has previously been given by a governmental body.

2. In order to receive credit for system improvements, the developer shall submit complete engineering drawings, specifications, and construction cost estimates to the impact fee administrator. The impact fee administrator shall determine the amount of credit due based on the information submitted, or where such information is inaccurate or unreliable, then on alternative engineering or construction costs acceptable to the impact fee administrator.
3. To qualify for an impact fee credits, the developer must submit an Application for Credits (See attached Exhibit C).

## **B. General Documentation and Procedures**

An applicant may receive annual credit payments for up to 75 percent of the total impact fees collected or otherwise due or become due for offering to dedicate land, contribute cash, and/or construct improvements for Township Capital Improvement Project. Applicants shall file an Impact Fee Credit Application, Exhibit C with the Impact Fees Administrator. Any application for credit must be made and determined prior to the time of application for a zoning certificate. Any claim not so made shall be deemed waived. Excess credits shall only be granted for the same category of system improvements for which the impact fee was imposed. The authority to determine credit lies exclusively with the Impact Fees Administrator. In every case impact fee credits shall be calculated so as to be consistent with Resolution 07-1418.

An offer to make a payment, construct capital improvements or dedicate land in lieu of paying the impact fee shall be made in an application filed with the Impact Fees Administrator identifying the capital improvement and/or land dedication for which credits are requested. If Hamilton Township accepts such an offer, whether the acceptance is before or after the effective date of the appropriate Impact Fee Resolution, the credit shall be determined and provided in the following manner:

1. Amount of credit requested. The applicant shall specify the dollar amount of the credit requested. The costs claimed by the applicant as the basis for the credit requested shall be no more than the actual costs or the fair market value as determined by the Impact Fees Administrator.
2. Documentation. It is the obligation of the applicant to submit written determination, to the satisfaction of the Impact Fees Administrator, that supports the amount of the credit requested and indicates the basis on which the amount requested was calculated.

3. Submittals for Construction Credits. Prior to application for a zoning certificate, the applicant shall submit and Application for Credits, in the form attached as Exhibit C, with the Township as a condition for the granting of the credits. The Application for Credits shall establish:
  - a. The value of the credits;
  - b. The method by which the credits shall be valued;
  - c. A requirement that the improvement be completed to applicable Township/County standards;
  - d. A Construction Completion Deadline for the improvements;
4. Credits may be granted subject to the following conditions:
  - a. Payments made or construction of system or off-site improvements between January 1, 2000 and August 31, 2007, provided the system or off-site improvements are on the Township Capital Improvement Plan;
  - b. Payments made or construction of system improvements after June 10, 2005, provided the system improvements are on the Township Capital Improvement Plan;
  - c. Credits shall only be granted for the value of system improvements listed on the Township Capital Improvement Plan, including the value of any system studies;
  - d. Credits shall only become effective in the year the project appears on the Township's Capital Improvement Plan;
  - e. Credits shall be applied first to offset the impact fee otherwise due for the development project for which the credit was granted; and
  - f. Upon approval of the impact fee credit application by the Impact Fees Administrator, the Impact Fees Administrator shall issue a certificate of credit to the applicant in the form attached as Exhibit C.
5. An applicant claiming credit for the construction of eligible system improvements and/or land dedication must provide the following information to the Impact Fees Administrator during development review or prior to application for the issuance of the zoning certificate:
  - a. Construction of System Improvements. The credit applicant shall submit a project description in sufficient detail with an engineer's cost estimate prepared by a professional engineer, to allow the Impact Fees Administrator to verify the cost estimates. The engineer's estimate shall include:
    1. Construction costs including Ohio gross receipts tax;
    2. Design costs;

3. Land acquisition costs;
  4. Testing, survey and inspection costs; and
  5. In no case shall the cost for design, engineering, testing, surveying, inspections, and overhead constitute more than 17% of the construction credit granted.
- b. Land Dedication. An applicant requesting credit for land dedication for approved improvements, shall present the following, as applicable:
1. An approved subdivision plat;
  2. A warranty deed to convey title to the appropriate governmental body;
  3. A title policy issued by a Title Insurance Company in good standing and authorized to do business in Ohio;
  4. A certified copy of the most recent assessment of the property for tax purposes;
  5. A certified statement from the county treasurer certifying that all property taxes are current and paid;
  6. A property appraisal prepared by qualified professionals approved by the Township. In preparing their reports, appraisers shall value the land prior to any increase in value resulting from the development approval; and
  7. Confirmation that the land to be dedicated is included in any of the Township's Capital Improvement Plans.
6. Change Orders. No increase in the amount of approved credit will be authorized unless it is determined during actual construction of the agreed-to improvements that change orders are to be made incurring additional expense for items that are necessary and are not shown on the approved plans and estimates previously furnished to the Impact Fees Administrator. It shall be the fee-payer's responsibility to obtain prior approval from the Impact Fees Administrator before all such change orders are made. All requests for an increase of the approved credit shall include all documentation required by the Impact Fees Administrator.
7. Acceptance of Construction for Credit. Credit against the impact fee otherwise due will not be provided until:
- a. The construction is completed and accepted by the Township as shown by a Certificate of Completion and Acceptance signed by the Impact Fee Administrator;
  - b. As-built record drawings are submitted to the Township and certified by an Ohio registered engineer;

- c. A suitable performance, maintenance or warranty bond or irrevocable letter of credit is submitted to and approved by the Township Attorney; or
- d. All design, construction, inspection, testing, bonding and acceptance procedures are in strict compliance with the then current Hamilton Township and Warren County ordinances and policies, as they may be applicable; and
- e. Credit may be provided before completion of specified improvements if the feepayer posts a financial guaranty for the costs of such construction in the form of an irrevocable letter of credit to be posted with the Township in an amount determined by the Impact Fees Administrator equal to 125% of the full cost of construction. In the event of cancellation of the financial guaranty, notice of intent to cancel or not to renew must be given to the Impact Fees Administrator no later than sixty (60) days prior to the renewal date. In such event of a notice to cancel or of intent not to renew, the Impact Fees Administrator shall be entitled to declare a default and collect the full amount of the financial guaranty. If the construction project will not be completed within two (2) years of the execution date of the Application for Credits, the amount of the financial guaranty shall be increased by 10% compounded for each year of the life of the financial guaranty. The financial guaranty shall be reviewed and approved by the Township Law Director prior to acceptance of the financial guaranty by the Township.

In the event that: (1) the Township receives notification from the guarantor that the financial guaranty is being canceled before all agreed-to improvements have been completed and accepted by the appropriate governmental body; or (2) the Township determines that terms of the agreement for construction as set forth in the financial guaranty are not being complied with, then the Township shall, in accordance with the terms of the financial guaranty, shall make demand on the financial guaranty and collect the full amount of the financial guaranty to be used for completion of the agreed-to improvements and other expenses. If the cost incurred by the Township to complete the improvements exceeds the amount received from the financial guaranty, the Township shall have the right to sue in law or equity to recover the difference.

- 8. Acceptance of Land Dedication for credit. Credits for land dedication shall be granted when the following procedures have been completed and title to land has been delivered and accepted by the appropriate governmental body and recorded in the Warren County Clerk's Office.

- a. The delivery to the Impact Fees Administrator of a deed, with sufficient funds to pay all costs of transfer of title, including the recording of a subdivision plat if required;
  - b. The escrow or payment of taxes prorated to the date of closing; and
  - c. The issuance of a title insurance policy subsequent to recording of the deed and escrow of taxes.
9. Transferability of Credits. Impact fee credits shall not be transferable from one project or development to another unless so provided for in the Application for Credits with Hamilton Township.
10. Withdrawal of offer by Applicant. Any person who offers land and/or improvements in exchange for credits may withdraw the offer of dedication at any time prior to the execution of the Application for Credits and pay the full impact fee required by the appropriate Impact Fee Resolution.

**C. Private Security**

No credit will be given against a public safety impact fee for the provision of private security services or facilities.

**D. Private Fire Protection or Rescue**

No credit will be given against a public safety impact fee for the provision of private fire protection or rescue services or facilities.

**VII. EFFECTIVE DATE**

These Administrative Rules shall take effect upon their approval as to form by the Township Law Director and countersigned by the Township Chief Fiscal Officer:

Approved this \_\_\_\_ day of \_\_\_\_\_, 2007  
Hamilton Township, Warren County, Ohio

\_\_\_\_\_  
Jacqueline Terwilleger  
Chief Fiscal Officer

Approved as to form:

\_\_\_\_\_  
Warren J. Ritchie  
Law Director

**EXHIBIT A**  
**Hamilton Township**  
(RESERVED)

# **Exhibit B, Impact Fee Calculation Form**

## **Hamilton Township**

### SECTION 1:

Property Owner:

Job Address:

Applicant/Contractor:

Zoning Certificate Number:

Land Use Type:

Number of Dwelling Units:

Gross Square Footage:

The impact fee calculated herein has been determined based on the fee schedule adopted in Resolution 07-0418. This form is authorized only for those building projects expressly identified above. Changes or modifications to the building referred to above or amendments to the impact fee schedule contained in Hamilton Township Impact Fee Resolution shall render this calculation form null and void.

**ANY CLAIM FOR CREDIT OR EXEMPTION MUST BE MADE NO LATER THAN THE TIME OF APPLICATION FOR A ZONING CERTIFICATE. ANY CLAIM NOT SO MADE SHALL BE DEEMED WAIVED.**

**PARKS AND RECREATION IMPACT FEE**  
(Residential Only)

Impact Fee / (See Exhibit E): \_\_\_\_\_

Number of Dwelling Units (DU's): \_\_\_\_\_

Park and Recreation Impact Fee = Number of DU's \* Impact Fee = \$ \_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$ \_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$ \_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$ \_\_\_\_\_

Total Impact Credits = \$ \_\_\_\_\_

**POLICE IMPACT FEE**

Residential

Impact Fee / (See Exhibit E): \_\_\_\_\_

Number of Dwelling Units (DU's): \_\_\_\_\_

Police Impact Fee = Number of DU's \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

Non-Residential

Impact Fee per \$1000 SQ FT/ (See Exhibit E): \_\_\_\_\_

Total Square Footage of the Proposed Structure: \_\_\_\_\_

Police Impact Fee =

Total SQ FT of the Proposed Structure/1000 \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

**FIRE AND EMERGENCY SERVICES IMPACT FEE**

Residential

Impact Fee / (See Exhibit E): \_\_\_\_\_

Number of Dwelling Units (DU's): \_\_\_\_\_

Fire Impact Fee = Number of DU's \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

Non-Residential

Impact Fee per \$1000 SQ FT/ (See Exhibit E): \_\_\_\_\_

Total Square Footage of the Proposed Structure: \_\_\_\_\_

Fire Impact Fee =

Total SQ FT of the Proposed Structure/1000 \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

**ROAD IMPACT FEE**

Residential

Impact Fee / (See Exhibit E): \_\_\_\_\_

Number of Dwelling Units (DU's): \_\_\_\_\_

Road Impact Fee = Number of DU's \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

Non-Residential

Impact Fee per \$1000 SQ FT/ (See Exhibit E): \_\_\_\_\_

Total Square Footage of the Proposed Structure: \_\_\_\_\_

Road Impact Fee =  
Total SQ FT of the Proposed Structure/1000 \* Impact Fee = \$\_\_\_\_\_

Impact fee on 8/31/07 until 8/31/08) = 33% \* Impact Fee = \$\_\_\_\_\_

Impact fee on 9/1/08 until 8/31/09 = 66% \* Impact Fee = \$\_\_\_\_\_

Impact fee after the 8/31/09 is 100% of the full Impact Fee.

Credits (Attach copy of approved Impact Fee Credit Application) = \$\_\_\_\_\_

Total Impact Credits = \$\_\_\_\_\_

TOTAL IMPACT FEE DUE \$ \_\_\_\_\_

Applicant/Property Owner:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name (Print) Signature Date

Approved

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Impact Fees Administrator Signature Date

# Exhibit C, Application for Credits Hamilton Township

## CREDIT REQUEST

The Hamilton Township Impact Fee Resolution provides for a cash payment, the conveyance of property or the construction of facilities in lieu of impact fee payments for development projects within the Township. Accordingly, request is made hereby to review the following information to determine the applicable credit, if any.

Type of Credit Requested:

Park and Recreation \_\_\_\_\_  
Police Facilities \_\_\_\_\_  
Fire Facilities \_\_\_\_\_  
Roadway Facilities \_\_\_\_\_

Name of Applicant:

Address:

City State Zip Telephone:

Development Project:

Park and Open Space Facilities

CCIP Project: \_\_\_\_\_  
Cash: \_\_\_\_\_ Amount: \_\_\_\_\_  
Real Property: \_\_\_\_\_ Amount: \_\_\_\_\_  
Construction: \_\_\_\_\_ Amount: \_\_\_\_\_  
Total: \_\_\_\_\_ Amount: \_\_\_\_\_

Police Facilities

CCIP Project: \_\_\_\_\_  
Cash: \_\_\_\_\_ Amount: \_\_\_\_\_  
Real Property: \_\_\_\_\_ Amount: \_\_\_\_\_  
Construction: \_\_\_\_\_ Amount: \_\_\_\_\_  
Total: \_\_\_\_\_ Amount: \_\_\_\_\_

Roadway Facilities

CCIP Project: \_\_\_\_\_  
Cash: \_\_\_\_\_ Amount: \_\_\_\_\_  
Real Property: \_\_\_\_\_ Amount: \_\_\_\_\_  
Construction: \_\_\_\_\_ Amount: \_\_\_\_\_  
Total: \_\_\_\_\_ Amount: \_\_\_\_\_

Fire Facilities

CCIP Project: \_\_\_\_\_  
Cash: \_\_\_\_\_ Amount: \_\_\_\_\_  
Real Property: \_\_\_\_\_ Amount: \_\_\_\_\_  
Construction: \_\_\_\_\_ Amount: \_\_\_\_\_  
Total: \_\_\_\_\_ Amount: \_\_\_\_\_

This application must be accompanied with the following Information:

1. Engineer's Estimate
2. Conveyance of all necessary property interests free and clear of all liens, claims and encumbrances
3. Title opinion
4. Tax assessment
5. Tax Certification
6. Property appraisal

Applicant:

Name:

\_\_\_\_\_  
Signature/Date

**AMOUNT OF CREDITS APPROVED BY THE IMPACT FEES ADMINISTRATOR**

	Totals
Parks and Recreation:	_____
Police:	_____
Fire:	_____
Roads:	_____
Total Amount of Credits:	_____

Impact Fees Administrator:

Name:

\_\_\_\_\_  
Signature/Date