Transfer of Development Rights Program
Process for Sending Sites and Receiving Sites

SENDING SITE OWNERS

Step 1:
Apply for "TDR Certificate Letter of Intent" from Planning Department.
Note: If the Sending Site parcel is greater than 10 acres and the property owner wants to retain more than one TDR unit for development, this application would be processed through a Development Agreement.

Step 2:
Use "Letter of Intent" to market & sell TDRs to prospective Receiving Site property owners.

Step 3:
Negotiate with Sending Site property owner(s) to purchase needed TDRs

Step 4:
After the TDR sale is agreed to:
a) Conservation easement is recorded (or property is deeded to City);

b) Extinguishment Document is recorded on Sending Site

Benefit to Sending Site property owners:
Voluntary program providing opportunity to sell all or some of the development rights.

RECEIVING SITE OWNERS

Step 1:
Apply for Site Plan review at Planning Department using TDRs for density, trips, height/impervious surface
(Land Use Application or Development Agreement)

Step 2:
Conditions of approval include:
a) Requirement to purchase record and certify TDRs prior to release of building permits;

b) Updated "Letter of Intent" for Sending Site, which redefines the number of Development Rights.

Step 4:
After the TDR sale:
a) Extinguishment Document is recorded on Receiving Site

b) Building permits can be released and project construction can begin.

Benefit to Receiving Site property owners:
Voluntary program providing opportunity to buy development rights and use for density, trips, height/impervious surface.