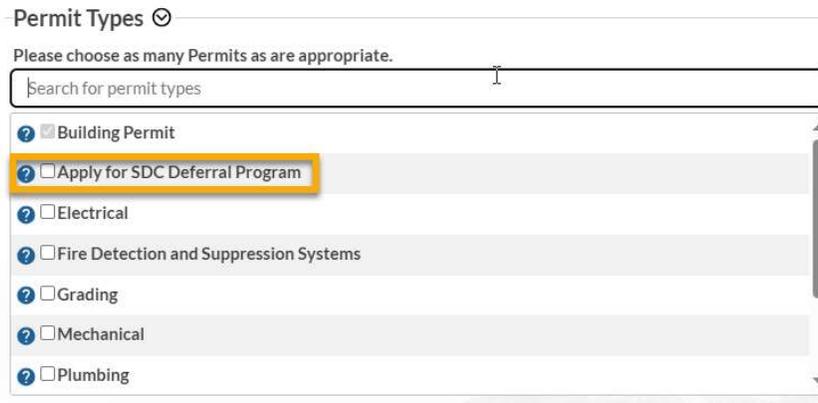


SDC DEFERRAL PROGRAM PORTAL APPLICATION PROCESS

To apply for the SDC Deferral Program in Portal, please follow these step-by-step instructions during the Permit Application process:

1. Under the Permit Types, select the SDC Deferral Program option along with the other Permits that you will need:



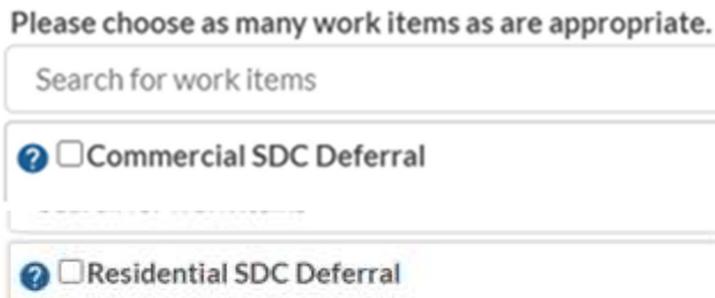
Permit Types ☺

Please choose as many Permits as are appropriate.

Search for permit types

- Building Permit
- Apply for SDC Deferral Program
- Electrical
- Fire Detection and Suppression Systems
- Grading
- Mechanical
- Plumbing

2. On the Work Items page, near the bottom of the screen, there will be a section for the SDC Deferral Program Permit. Check the appropriate box for the work item: to defer Commercial SDC Deferral or Residential SDC Deferral. **Please note:** Parks SDCs can only be deferred for residential developments).

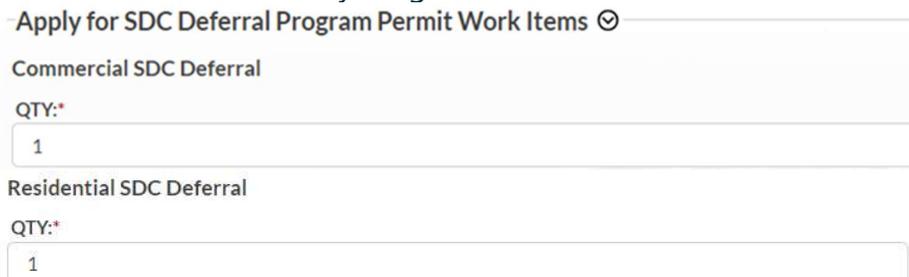


Please choose as many work items as are appropriate.

Search for work items

- Commercial SDC Deferral
- Residential SDC Deferral

3. On the Description of Work page, near the bottom of the screen, there will be a section for the SDC Deferral Program Permit Work Item. The quantity of 1 will already be in this field. You do not need to do anything additional.



Apply for SDC Deferral Program Permit Work Items ☺

Commercial SDC Deferral

QTY:*

1

Residential SDC Deferral

QTY:*

1



- 4. On the Upload Documents page there will be a section for you to upload the SDC Deferral Application. Click on the Browse button, locate the application file, and upload to the Permit Application.

SDC Deferral Application Pending

Select a new document for this requirement:

Please note: this document must be received, and SDC Deferral administrative fee (if applicable) paid prior to the processing of the SDC Deferral.

- 5. On the Review & Submit page, make sure that there is a Permit: Apply for SDC Deferral Program, and an entry for the SDC Deferral Application under Uploaded Documents. An administrative fee, if applicable, will be due as outlined in the current City of Bend fee schedule, and must be paid with the submission of the Application For System Development Charges (SDC) Deferral.

Permit: Apply for SDC Deferral Program ☺

Work Item Description	Units	Quantity
Commercial SDC Deferral	QTY	1

Uploaded Documents ☺

Name	Related Submittal Requirement
Knightly Apartments SDC Deferral Application.pdf	SDC Deferral Application

- 6. Complete and Submit your Permit Application. You will need to pay the SDC Deferral Application Fee, if applicable, and any other required permit fees prior to the start of the review process.
- 7. For commercial developments that are assessed Parks SDCs: these must be paid prior to permit issuance. Water, Sewer and Transportation SDCs can be deferred for these developments.

Once approved, the instructions for how to pay the deferred SDCs will be uploaded to your permit application.

If you have any questions, please contact Development Services at: development@bendoregon.gov.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-7-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.