



## DEVELOPMENT FEE CALCULATION FORM

### SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department

Administrative Fee: 1% of total development fees

In order to be eligible for a building permit, construction permit, tenant improvement permit, certificate of occupancy or other Community approval authorizing new development, an applicant/lessee must have paid all development fees required by Article XII, Chapter 17 of the Community Code of Ordinances. Please complete the first section of this form and provide all required information and attachments and **submit to the Community Development Department with the application for development.**

The applicant must be a lessee of the subject property as of the date of this application. If a third party is authorized by the lessee to act as agent for purposes of this application, please attach a copy of the signed authorization. However, the applicant/lessee will be regarded to be the fee payer for purposes of the rights and obligations arising under Article XII, Chapter 17 of the Community Code of Ordinances.

The Director of the Community Development Department, or the Director's designee, will verify information provided and calculate development fees accordingly. Unless an offset has been granted by the Community, or unless an appeal and bond or other sufficient surety pursuant to an appeal has been accepted by the Community (§§ 17-257(e), 17-271, Community Code of Ordinances), all development fees must be paid prior to the issuance of a permit to undertake new development based on the fee amounts in effect at the time of issuance.

**Note:** In the event of an inconsistency between this form and the Community Code of Ordinances, the provisions of the Community Code govern.

---

*Attach separate sheets as necessary.*

DATE: \_\_\_\_\_.

**1. NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF APPLICANT/LESSEE:**

---

---

---

---

---

**2. NAME, ADDRESS, TELEPHONE NUMBER AND EMAIL ADDRESS OF THIRD PARTY AGENT, IF APPLICABLE (PLEASE ATTACH COPY OF WRITTEN AUTHORIZATION):**

---

---

---

---

---

3. ADDRESS OF PROPERTY:

---

---

---

---

---

4. LEGAL DESCRIPTION OF PROPERTY (including lease or sublease number, property boundary descriptions, and attach building location map):

---

---

---

---

---

5. PROJECT NAME AND DESCRIPTION:

---

---

---

---

---

6. SIZE OF PROPERTY (BUILDING SQUARE FOOTAGE AND SITE ACREAGE): \_\_\_\_\_

7. TYPE OF PERMIT REQUESTED (e.g., BUILDING PERMIT, TENANT IMPROVEMENT PERMIT): \_\_\_\_\_

8. AMOUNT AND TYPE OF DEVELOPMENT PROPOSED. PLEASE COMPLETE THE "FEE CALCULATION WORKSHEET."

9. PLEASE ATTACH A FLOOR PLAN INDICATING THE LOCATION OF ALL USES AND NUMBER OF "IMPACT UNITS" (AS DEFINED ON THE WORKSHEET), INCLUDING SQUARE FOOTAGE.

10. PLEASE INDICATE ANY DEVELOPMENT FEES PREVIOUSLY PAID RELATED TO THE DEVELOPMENT OF THE SUBJECT PROPERTY AND ENTER THESE AMOUNTS BELOW AND IN THE "FEE CALCULATION WORKSHEET."



\_\_\_\_\_  
Printed Name of the Authorized Agent

If applicable, please attach a copy of a written authorization, signed by the applicant/lessee, authorizing the agent to represent the applicant/lessee for purposes of this application.

---

**STOP. THE FOLLOWING ITEMS ARE TO BE COMPLETED BY  
COMMUNITY DEVELOPMENT DEPARTMENT STAFF.**

---

**13. FEE CALCULATION FORM & ATTACHMENTS RECEIVED ON:**

Date: \_\_\_\_\_

**14. DATE DEVELOPMENT PERMIT APPLICATION(S) FILED: \_\_\_\_\_**

**15. VERIFICATION THAT THE APPLICANT/LESSEE IS A PARTY TO A  
CURRENT LEASE OF THE SUBJECT PROPERTY.**

- Yes.  
 No.

**16. IF APPLICABLE, VERIFICATION OF THE WRITTEN AUTHORIZATION  
OF A THIRD-PARTY AGENT BY THE APPLICANT/LESSEE.**

- Yes.  
 No.

**17. VERIFICATION OF ANY DEVELOPMENT FEES PREVIOUSLY PAID  
RELATED TO THE DEVELOPMENT OF THE SUBJECT PROPERTY.**

- Correctly indicated on the "Fee Calculation Worksheet."  
 Incorrectly indicated on the "Fee Calculation Worksheet." If different than indicated by the applicant/lessee, prepare an amended "Fee Calculation Worksheet," and indicate thereon "Completed by Staff."

**18. VERIFICATION OF ANY DEVELOPMENT FEE OFFSETS PREVIOUSLY  
APPROVED RELATED TO THE DEVELOPMENT OF THE SUBJECT  
PROPERTY.**

- Correctly indicated on the "Fee Calculation Worksheet."  
 Incorrectly indicated on the "Fee Calculation Worksheet." If different than indicated by the applicant/lessee, prepare an amended "Fee Calculation Worksheet," and indicate thereon "Completed by Staff."



**22. FEE CALCULATION FORM & ATTACHMENTS RECEIVED FROM COMMUNITY DEVELOPMENT DEPARTMENT ON:**

Date: \_\_\_\_\_

**23. INVOICE PREPARED AND FORWARDED TO APPLICANT/LESSEE (WITH COPY TO COMMUNITY DEVELOPMENT DEPARTMENT) IN THE AMOUNTS INDICATED IN PARAGRAPH #20, ABOVE.**

Date: \_\_\_\_\_

**24. INVOICE PAID IN FULL BY THE APPLICANT/LESEE.**

Date: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

**25. FINANCE TRANSMITTED NOTICE OF PAYMENT AND COPY OF FORM OF PAYMENT (e.g., A CHECK) TO ENGINEERING AND CONSTRUCTION SERVICES DEPARTMENT.**

Date: \_\_\_\_\_

**26. FINANCE TRANSMITTED THIS FORM TO COMMUNITY DEVELOPMENT DEPARTMENT, WITH COPY OF FORM OF PAYMENT (e.g., CHECK).**

\_\_\_\_\_  
Finance Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director's Printed Name