



**SYSTEM DEVELOPMENT CHARGE  
DEFERRAL AGREEMENT  
REQUEST FORM**

**To be eligible for System Development Charge (SDC) Fee deferral, this request form must be submitted with the Building Permit Application.** The application fee is \$150.00 per building permit.

To request SDC Fee deferral, complete the information below. For more than one permit, a list can be attach if needed; the list must include all information requested below. SDC fees will be calculated during building permit review and an agreement form will be sent via email. The System Development Charge Deferral Agreement must be signed by the requestor, notarized and returned to Development Services for processing. The requestor will receive a copy of the fully executed agreement.

System Development Charges can be deferred from time of Building Permit to sale of the property for which the Building Permit was issued or the occupancy of the property, whichever occurs earlier. Upon acceptance of deferral, the City of Medford will place a lien on the property listed below until such time that the System Development Charges are paid in full. The lien will be placed 60 calendar days from date the agreement is granted.

Any changes to the permit could alter the Systems Development Charges. When fees are paid they will be assessed based on the fees in effect at time of Building Permit issuance.

Property Owner Name:

Date:

\_\_\_\_\_

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Email Address:

Phone Number:

\_\_\_\_\_

\_\_\_\_\_

Property Address:

Map and Tax Lot:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Property Owner Signature  
(if jointly owned, all owners must sign)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name