

STEP 1

Using the “When TrIFs Are Required” Handout (available online at <http://www.ci.lynnwood.wa.us/TrIF>), the applicant determines whether their project will require the payment of Transportation Impact Fees.

STEP 2

If the payment of TrIFs is required, the applicant must complete all applicable forms (also available online), and submit the form(s) with their Building Permit application:

- TrIF Calculation Form
- TrIF Claim for Credit Form (optional)
- TrIF Independent Fee Calculation Form (optional)

STEP 3

City staff will review the form(s) and provide the applicant with a letter specifying the final TrIF amount due. TrIFs are due prior to the issuance of the building permit and the amount is based on the fee schedule in effect at the time a complete building permit application is filed.

STEP 4

Once the Building Permit is ready for issuance, the applicant must pay the final TrIF amount in full. Payment must be provided as a separate check; credit cards are not accepted at this time. The check must include the TrIF amount, the administrative fee (\$100.00 or 3% of TrIF amount, up to \$3,000.00), plus the review fee for an Independent Fee Calculation (if requested).

STEP 5

City staff will process, catalog, and then deposit the TrIF payment into the TrIF fund (LMC 3.105.110). Each TrIF payment is tracked and expended within 6 years of receipt.

STEP 6

The TrIF revenue is expended on projects included on the System Improvement Projects list, available online.

STEP 7

On an annual basis, the Finance Director provides a report to the City Council on the TrIF account, showing the source and amount of all money collected, earned, or received, and the public improvements that were financed by TrIFs.

ADDITIONAL INFORMATION

If you have other questions, please contact David Mach at:

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