

INCLUSIONARY COMMUNITY HOUSING CHECKLIST

Project Name: _____ Planner: _____

Applicant: _____ Date: _____

✓ = complete x = incomplete

The following items must be submitted with the application for the application to be considered complete:

General Requirements:

- _____ Calculations determining the Community Housing Units (CHU) that indicate each step of the calculation
- _____ Method by which CHU are to be provided, or if found acceptable to the City, alternatives as set forth in Section 4.11.5 of this ordinance
- _____ Complete written description of how the application meets the standards set forth in Section 4.11.4 of this ordinance

Construction/Provision of On-Site or Off-Site Community Housing Units:

- _____ Schematic site plan and building floor plan (if applicable) showing location of CHU(s) within the development, identifying the number of CHU proposed, the number of bedrooms and size in square feet of each unit, and proposed sales price of each unit. *A tabulation of this information shall also be submitted.*
- _____ Schematic exterior elevations with description of materials to be used and schematic landscape design for the CHU and the Market Rate Units (MRU)
- _____ Schedule for construction and conveyance of the CHU
- _____ The income categories for the CHU
- _____ Draft deed(s) for the CHU in accordance with Local Housing Authority Guidelines and, if applicable, draft Covenants, Conditions and Restrictions (CCR's) governing the MRU and CHU

Payment of In-Lieu Fee:

- _____ Timing and amount of in-lieu payments
- _____ Calculations of the in-lieu payments

Conveyance of Land:

- _____ Survey of plat depicting the location, size and topography of the land proposed for conveyance.
- _____ Title commitment or report demonstrating clear title, liens, encumbrances, easements and other information contained on a standard title commitment
- _____ Appraisal, at the applicant's sole expense, of the fair market value of the land, at time of submittal of the CH Plan, by a licensed real estate appraiser
- _____ Description of the land to be conveyed and of the timing of the land to be conveyed
- _____ Additional information or studies determined by the Administrator to be necessary to verify whether the land is suitable for development

Consolidated Community Housing Units:

- _____ Description of how two or more developers plan on consolidating fractional CHU
- _____ Agreement between the developers providing for the consolidation of fractional CHU
- _____ Information described in Section 4.11.3.1.2 of this ordinance

Reconfiguration of Fractional Housing Units:

- _____ Description of how fractional housing units will be reconfigures
- _____ Description of how the square footage of the reconfigured housing units will comply with the minimum square footage established by the Local Housing Authority, or by the City
- _____ Information described in Section 4.11.3.1.2 of this ordinance