



# Inclusionary For-Sale Housing Application



Please complete sections 1-8 to the best of your knowledge. If selecting the Fee-in-lieu compliance option, please only fill out sections 1-4.

## 1. GENERAL BUSINESS

Development/Subdivision Name: \_\_\_\_\_

Developer(s): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Builder(s): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## 2. PROPERTY INFORMATION

Address: \_\_\_\_\_ Parcel number(s): \_\_\_\_\_

Legal description: \_\_\_\_\_ Parcel area acre(s): \_\_\_\_\_

Proposed use: \_\_\_\_\_

Selling Agent: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Name of Corporation, Partnership, etc. applying for Housing Incentives:

The Ownership is:                      Non-Corporate                      Corporate-Entity                      Non-Profit

## 3. SUBMITTAL DOCUMENTS & ESTIMATED PROJECT TIMELINE

- a.) Plat
- b.) Site plan
- c.) Architectural drawings

Date land use application submitted: \_\_\_\_\_

Project date of first approval (Entitlement): \_\_\_\_\_

Project date to start pulling building permits: \_\_\_\_\_

Project completion date (Date of last Certificate of Occupancy): \_\_\_\_\_



#### 4. HOUSING CHARACTERISTICS

Type of Construction (frame, brick, stucco, etc.): \_\_\_\_\_

Other construction features that lower the cost of the housing for low-income consumers? \_\_\_\_\_

What is the expected water meter size? \_\_\_\_\_

What is the expected electrical panel size? \_\_\_\_\_

Does this project owe the City for Raw Water Deficits? Yes      No

If yes, what is the estimated deficit?  
\_\_\_\_\_

*Contact the Water Resource Analyst at 303-651-8814 if you do not know the deficit amount.*

#### 5. HOUSING CHARACTERISTICS

Documentation of how these populations will be reached must be submitted with this application.

Is this Affordable Unit for a large family (4 or more bedrooms)?: Yes      No

Is this Affordable Unit for a 62 years or older head of household?: Yes      No

Is this Affordable Unit fully handicapped accessible? Yes      No

Will this Affordable Unit be sold to a household in emergency or transitional housing? Yes      No

Will this Affordable Unit be sold to an agricultural worker? Yes      No

#### 6. UNIT CHARACTERISTICS

Total number of Housing Units to be developed: \_\_\_\_\_

12% percent of all units (requirement): \_\_\_\_\_

Proposed residential housing unit types: \_\_\_\_\_

*Indicate all that apply.*

Number of units that will be attached: \_\_\_\_\_

Number of units that will be detached: \_\_\_\_\_

Number of units based on BRs:	Unit sales price	HOA fee
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____



Number of the total units that will be sold at 60% AMI: \_\_\_\_\_

Number of the total units that will be sold at 80% AMI: \_\_\_\_\_

Number of the total units that will be sold at 100% AMI: \_\_\_\_\_

Number of the total units that will be sold at 110% AMI: \_\_\_\_\_

Number of the total units that will be sold at market rate (above 120% AMI): \_\_\_\_\_

What is the average square footage of each unit? \_\_\_\_\_

Estimated total residential square footage? \_\_\_\_\_

## 7. AFFORDABLE HOUSING COMPLIANCE

All residential developments within the City of Longmont are required to deed restrict 12% of the total units as affordable. Please select one of the Inclusionary Housing/Affordable Housing compliance options.

\_\_\_\_\_ Onsite  
 Number of affordable homes by type:  
 \_\_\_\_\_ Attached  
 \_\_\_\_\_ Detached

\_\_\_\_\_ Fee-in-lieu  
 Estimated total finished residential square feet of the development? \_\_\_\_\_

\_\_\_\_\_ Offsite  
 Number of affordable homes by type:  
 \_\_\_\_\_ Attached  
 \_\_\_\_\_ Detached

\_\_\_\_\_ Land Deication  
 Donating to \_\_\_\_\_ the City \_\_\_\_\_ Nonprofit developer

Infrastructure in place: \_\_\_\_\_

Infrastructure provided by developer: \_\_\_\_\_

\_\_\_\_\_ Redemption of Credit  
 Which project are the credits coming from? \_\_\_\_\_

\_\_\_\_\_ Combination of Options  
 Which project are the credits coming from? \_\_\_\_\_



\_\_\_\_\_ Voluntary Alternative Agreement  
 Proposal: \_\_\_\_\_

\_\_\_\_\_ Middle Tier  
 Will the middle tier reduction be applied to on-site unit generation or Fee-in-lieu? \_\_\_\_\_  
 Will the middle tier units be attached or detached units? \_\_\_\_\_

Middle Tier A (80.1-100% AMI)	45% reduction in IH requirement
Middle Tier B (100.1-110% AMI)	30% reduction in IH requirement
Middle Tier C (110.1-120% AMI)	10% reduction in IH requirement

### 8. DESIRED INCENTIVES- AFFORDABLE UNITS

Percentage On-site	Parking Reduction	Height Increase	Density Bonus	Lot-width reduction	Raw Water fee reduction	Baseline Fee waiver (50%)	Additional Fee waiver Percentage	Fee off-sets
12%	✓	✓	✓	✓	✗	✓	✗	✗
> 12%	✓	✓	✓	✓	✓	✓	25% (max)	25% (max)
100%	✓	✓	✓	✓	✓	100%	100%	100%

Which incentive do you wish to apply for? \_\_\_\_\_

### 9. FEE WAIVER AND FEE OFFSET ELIGIBILITY AND CRITERIA- AFFORDABLE UNITS

Projects will be evaluated to determine eligibility of development fee waivers and offsets based on the following criteria and the information provided in sections 1-6.

Criteria	Available Points
20% or more units are at or below 80% AMI	20-45 points
Are any units being sold at or below 70% AMI?	5 points
Are any units being sold at or below 60% AMI?	10 points
Are any units being sold at or below 50% AMI?	20 points
Are any units being provided for special populations?	5-20 points



Scoring:

Affordable For-Sale Project Point Total	Percentage of Additional Fee Waiver & Offset
94+ points	25% waiver and offset
73-93 points	20% waiver and offset
62-72 points	15% waiver and offset
41-61 points	10% waiver
20-40 points	5% waiver

The following City development fees are eligible for a reduction and will be applied to the affordable units building permit.

**Eligible for Fee Waiver**

- |                                |                              |
|--------------------------------|------------------------------|
| Building Permits               | Transportation Com. Inv. Fee |
| Plan Review Fee                | Water Pit Inspection Fee 2   |
| City Sales Tax - 2% Max.       | Water Meter Installation Fee |
| Parks Improvement Fee          | Water Tapping Materials Fee  |
| Electrical connect temp power  | Water Use Fee                |
| Poly Cart Escrow Fee           | Sewer Inspection Fee         |
| Recreation Building Impact Fee | Sewer Tapping Materials Fee  |
| Storm Drain. System Cap. Imp.  |                              |

**Eligible for Fee Offset**

- Sewer System Develop. Fee
- Water System Develop. Fee
- Windy Gap Surcharge
- Irrigation Tap Fee
- Irrigation Windy Gap Surcharge
- ECIF Residential

**10. ATTAINABLE FEE WAIVERS**

*The development of attainable units and the fee waivers associated is an optional program with the intent to incentivize the generate on-site attainable units.*

Program and development fee waiver eligibility will be determined based on the information provided in sections 1-6 and the exceptional benefit narrative.

**Eligibility**

1. Program limited to projects building for-sale onsite units.
2. Development must limit the sale prices on attainable units, in accordance with the City’s max sale prices.
3. Development must income qualify the buyers.
4. Development must deed restrict the units. The length of the 10-year term is contingent on the percentage of fee waiver granted.
5. Project must enter an economic development agreement with the City, required for projects receiving more than a 45% fee waiver.



## Fee Waiver Criteria

Criteria	Available Points
Preference for X% of units for a designated employer proportionate to employer investment.	Up to 15 points
Preference for X% of units for those who work in Longmont or are moving to Longmont for a job.	Up to 15 points
Exceptional benefit to the community in line with Envision goals	Up to 15 points
Percent of units sold (80.1-100% AMI)	Up to 30 points
Percent of units sold (100-110% AMI)	Up to 20 points
Percent of units sold (110.1-120% AMI)	Up to 5 points

## Scoring

Attainable Points	Percentage Fee Waiver	Approvals
>75	75%	Council approval required *Eligible to request 100% fee waiver
60-74	60%	Council approval required
45-59	45%	Administrative approval required
30-44	30%	
15-29	15%	
<14	0%	

The following City development fees are eligible a reduction and will be applied to the attainable unit building permits.

Building Permits	Storm Drain. System Cap.Imp.
Plan Review Fee	Transportation Com. Inv. Fee
City Sales Tax - 2% Max.	Water Pit Inspection Fee 2
Parks Improvement Fee	Water Meter Installation Fee
Electrical connect temp power	Water Tapping Materials Fee
Poly Cart Escrow Fee	Water Use Fee
Recreation Building Impact Fee	Sewer Inspection Fee
	Sewer Tapping Materials Fee

The applicant states that the information given in this application is true, correct, and complete to the best of their knowledge as of the date of application submittal below. Any information found to be misleading by the City of Longmont will mean automatic disqualification for assistance under this Program.

**Owner Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

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

Received by: \_\_\_\_\_

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