16. Fee Waiver Supplemental Application

All residential projects with affordable units must fill out this application. To obtain the waiver of development fees listed in Section **24.16.300** of the Zoning Ordinance as summarized below, the seven steps listed in this form must be followed. Units reserved for moderate-income households still count as inclusionary units but no longer qualify for fee waivers.

Income Group	Planning		Building		Water Connection	Sewer Connection	Fire Inspection	Parking Deficiency	Parks Fee
	Application Fee	Plan Check	Plan Check	Permit					
LOW	X Only if 100% affordable.	X Only if 100% affordable			X	X			
VERY LOW	X Only if 100% affordable.	X Only if 100% affordable	X	X	X	X	X	X	X

1. Dwelling Unit Affordability: Use the table below to indicate the number of units which will be affordable to the indicated income groups.

Number of Units by Income Group	Studio/SRO	1-Bedroom	2-Bedroom	3+ Bedroom	TOTAL
All Other Units					
Moderate (100% of area median)					
Low (60% of area median)					
Very Low (50% of area median)					
Total Units in Project					

Please show type, size and location of the affordable units on the plans submitted with the development application, in accordance with Section 24.16.010 of the Zoning Ordinance. If the project is 100% affordable to low or very low income households, then the Planning Application fees will be waived at the time of application submittal.

2. If project is approved, conditions of project approval will clearly indicate the number of units and percentages of the project to be affordable, for both low and very low income households, as per this Fee Waiver Supplemental Application.

3. Following approval of discretionary permits for the project, the Planning Department will complete a Fee Waiver Certificate which indicates the percentages of units affordable to low income and very low income households, and the type of fees to be waived. This Certificate will be given to the applicant within 10 calendar days of final project approval, along with a participation agreement packet.

4. To obtain the fee waivers identified in the Certificate, the applicant will be responsible for submitting the Fee Waiver Certificate to the departments listed on the Certificate at each of the indicated six stages of fee collection. A representative of each department will calculate the fees to be waived based on the number and type of affordable units listed on the Certificate in accordance with Section 24.16.300 of the Zoning Ordinance. The applicant shall keep the original Fee Waiver Certificate and the department shall keep a duplicate of the form to be filed appropriately.

5. Prior to issuance of a building permit, the applicant shall submit a completed participation agreement to the Planning Department Affordable Housing Specialist.

6. Prior to issuance of an occupancy permit, the applicant shall give the original completed Fee Waiver Certificate to the Affordable Housing Specialist for recordation and filing in appropriate City files. A copy of the recorded Fee Waiver Certificate shall be given to the applicant. The participation agreement shall be recorded concurrently with the Fee Waiver Certificate.

7. Should the applicant revise the affordability designation of the units at any time during the process, the City shall be reimbursed for fees that would otherwise have been collected. It will be the responsibility of the Affordable Housing Specialist to oversee collection of any additional fees that are required as a result of modification of the project affordability mix.

_____ _____

Date Applicant Signature