

## LOW INCOME HOUSING (LIH) FEE DEFERRAL REQUEST

Through the City’s low-income housing fee deferral program (PTMC 3.36.011) private or public **nonprofit organizations**<sup>1</sup> developing or constructing housing units for low-income households<sup>2</sup> are eligible for the following deferrals:

- a. Eligible single-family units: building fees<sup>3</sup> and utility connection charges<sup>4</sup>, four dwelling units per applicant per year; SDCs, no limit.
- b. Eligible multi-family units: building fees<sup>3</sup> and utility connection charges<sup>4</sup> up to \$10,000 per project; SDCs, no limit.

**You are encouraged to submit this request a minimum of TWO weeks in advance of your permit application.**

Name of Organization: \_\_\_\_\_ Federal ID No: \_\_\_\_\_

Contact Name (print) \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Project Address or Parcel Number: \_\_\_\_\_

City Permit# or Estimate# BLD: \_\_\_\_\_

SDP or MIP: \_\_\_\_\_

### Single-family Units:

Have you received fee deferrals within the current calendar year?                      Yes                      No

If yes, please provide number of units, address(es), associated permit number(s). Attach additional sheets if needed.

\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> As defined in PTMC 3.36.011 B(2)

<sup>2</sup> As defined in PTMC 3.36.011B(1) at or below 80 percent of the median family income adjusted by family size, for the county where the project is located, as reported by HUD.

<sup>3</sup> As defined in PTMC 3.36.011 B(3)

<sup>4</sup> As defined in PTMC 3.36.011 B(4)

# LIH Fee Deferral Request

## Multi-family Units:

Is this a mixed-use development<sup>5</sup>? Yes  No

If yes, complete the following:

Total square footage: \_\_\_\_\_ Square footage dedicated to low-income units \_\_\_\_\_

Is this a mixed-income development? Yes  No

If yes, number of low-income units: \_\_\_\_\_ Total Number of Units in Project: \_\_\_\_\_

### Legal Description of Property:

Addition: \_\_\_\_\_ Block: \_\_\_\_\_ Lots: \_\_\_\_\_

## Equivalent Housing Program:

Have you applied for funding through another housing program? Yes  No

If yes, please attach documentation. For projects subject to an equivalent housing program, the City Manager may waive the requirements for a lien.

## Fees requested for deferral:

1) Fees requested for deferral:

✓	Type	Estimated Value <sup>6</sup> :	Limits	For Staff Use: Approved Value
	SDCs		No limit	
	Utility connections		SFR: 4/Year MFR: \$10,000 per project	
	Building Permit		Unless approved by Council	
	SDP			

<sup>5</sup> For mixed-income/mixed-use development, the amount of the fees deferred shall be a percentage proportionate to the low-income housing provided; (e.g. if 20 percent of the square footage of the project is dedicated to low-income housing, 20 percent of the total fees would be eligible for deferral up) to the limit specified in 3.36.011 F.

<sup>6</sup> For Multi-family, a maximum of \$10,000 may be deferred for building and utility connection charges PTMC3.36.011F

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2) Describe units and persons served (attach separate sheet if necessary). This information will be used by the City to update data on housing needs.

Unit #	Unit mix (e.g. # of bedrooms)	Covered decks/porches sq ft	Size of Unit (break out any garage sq ft)	Affordability Limits (% AMI) <sup>7</sup>	AMI adjusted for family size per month <sup>7</sup>	Other (e.g., handicap/senior)

3) Attach proof that your organization is a qualified recipient of tax-deductible charitable contributions under United States Internal Revenue Code (this may include but is not limited to a 501(c)(3) corporation and municipal public housing authorities established pursuant to Washington law).

In signing this request, I hereby certify that, at the time of certificate of occupancy, the units will be occupied by a “low income household” as defined by the City’s low-income fee deferral program. Furthermore, I understand and accept the City’s terms to deferral per PTMC 3.36 including but not limited to: recordation of a lien against the property, reporting requirements, and repayment.

Authorized Signature: \_\_\_\_\_ on behalf of \_\_\_\_\_

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

Approved: \_\_\_\_\_

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

City Manager

<sup>7</sup> Use Data from HUD - “area median income” (AMI) adjusted for family size for Jefferson County

**FOR STAFF USE:**

Date	Dept.	Initials	Action
	Finance		Applicant has submitted a complete request with proof of eligibility meeting the requirements of PTMC 3.36.
	Legal		Covenant drafted, signed by City Manager, and delivered to applicant.
	Legal		Applicant has recorded lien and returned original lien to City Attorney's Office
	DSD		Permit issued: BLD _____ MIP/SDP _____
	DSD		Notify Public Works: Water/Sewer Hookups may occur

Trans Codes 2163 Street/Storm: \_\_\_\_\_ 1246 Sewer: \_\_\_\_\_ 1246 Water: \_\_\_\_\_