City of SACRAMENTO
Community Development

300 Richards Blvd., 3rd Floor
Sacramento, CA 95811

Help Line: 916-264-5011
www.cityofsacramento.gov/cdd

Application for Reduced Residential Development Impact Fee Rates for Affordable Dwelling Units

Please note: Each building permit application requires this form CDD-0410 to be filled out separately.

Approval of this fee reduction is subject to verification by the City and the availability of funds. Eligibility is restricted to projects which can demonstrate that they will meet at least one of the definitions of affordable units shown below. If approved, the fee reduction will be applied proportionately according to the number of affordable dwelling units in the project that are demonstrated to be affordable dwelling units.

Rental units: To be eligible for this fee reduction, an "affordable dwelling unit" means a dwelling unit or facility (1) to be occupied by low- or moderate-income households as defined in section 50093 of the California Health and Safety Code, and (2) offered at an affordable rent as defined in section 50053 of the California Health and Safety Code for a period of at least 30 years. The "affordable dwelling unit" shall be either: Subject to restriction for a period of at least 30 years under a recorded regulatory agreement between the property owner and the City, the Sacramento Housing and Redevelopment Agency, or another local, state or federal agency; or for projects that do not otherwise require a regulatory agreement, the applicant must demonstrate to the satisfaction of the Planning Director in the Director's sole discretion that the principles of (1) and (2) of this section B are met.

For sale units: To be eligible for this fee reduction, an "affordable dwelling unit" for a for-sale unit means (1) a unit sold at an affordable housing price as defined in section 17.712.020 of Sacramento City Code, and (2) to be occupied by low-income households as defined in section 50079.5 of the California Health and Safety Code for a period of at least 30 years.

Applicant Name:		Email:	
Building Permit Number		Date:	
Project Name:			
Project Address:			
APN:			
Tract Number (if appropriate):		Lot numbers	
Project Type: ☐ new multi-dwelling structure with affordable units		☐ new single-unit dwelling	
☐ new mixed-use project with affordable units	☐ Hotel Conversion (# of existing hotel rooms: _____)		
☐ other (specify):			

Process for verifying eligibility:

1. Submit the following with each building permit plan check application:
   a. This form, (CDD-0410), filled out.
   b. A letter signed by the property owner or person(s) responsible for providing final verification in #3 below. See the next page for the content of the letter and other supporting documentation.
2. After the information above has been provided, fee reductions can be approved, and the building permit plan check process can move forward. Note that issuance of the building permit may be delayed if applicant has not completed step 1 above.
3. Final verification: Submittal of final recorded regulatory agreement or similar document providing proof that the affordable dwelling units are income restricted. (Sometimes, this step is completed following construction of the project.)

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Information to be provided in letter:

1. A statement that the project includes XX number of affordable dwelling units, based on one of the definitions shown on page one of this application form.
2. The total number of new dwelling units in the project, including any market rate dwelling units, manager units or replacement units.
3. The total number of affordable units that will be income restricted to persons and families of acutely low, extremely low, very low, lower income, and moderate income for a period of at least 30 years.
4. The affordability breakdown of the project by percent AMI (in table format as show below)

Please provide the number of dwelling units at each level of income restriction using table below:		
HCD Income Category	Percent Area Median Income (AMI)	Number of Dwelling Units
Acutely low income	0-15%	
Extremely low income	15-30%	
Very low income	30-50%	
Lower income	50-80%	
Moderate income	80-120%	

5. References to the preliminary documentation being provided to demonstrate that the affordable dwelling units will be income-restricted for a period of at least 30 years. This may include a preliminary recorded agreement over the land, signed tax reservation letter from the CTCAC, a bond resolution, or any other documentation demonstrating income restriction.
6. References to the final documentation that will be provided to guarantee income restriction (such as a final recorded regulatory agreement) and the anticipated date that final documentation will be provided to the City.

Contact information for verification of eligibility and supporting documentation:

Contact name:		Organization:	
Phone:		E-mail:	
Property Owner:			
Phone:		E-mail:	

Project information required for calculating reduced fees:

Total number (#) of affordable units:		Total number (#) of market rate units:	
Total square footage (SF) of affordable units:		Total square footage (SF) of market rate units:	
# of affordable units <450 SF:		# of market-rate units <450 SF:	
Total SF of affordable units <450 SF:		Total SF of market-rate units <450 SF:	
# of affordable units from **450-749 SF**:		# of market-rate units from **450-749 SF**:	
Total SF of affordable units from 450-**749** SF:		Total sq. ft. of market-rate units from 450-**749** sq. ft.:	
# of affordable units from **750–1999** SF:		# of market rate units from **750–1999** SF:	
Total SF for affordable units **751-1999** SF:		Total SF for market rate units **751-1999** SF:	
# of affordable units: **≥ 2000** SF:		# of market rate units: **≥ 2000** SF:	

Disclaimer: Inadequate documentation of required information will delay issuance of building permit.