



Fee Waiver
Non-Profit Affordable Housing Providers

Required Project Information		<i>(Applicant: complete this section)</i>
Applicant Name:	Phone:	
Company:	Fax:	
Address:		
Applicant's Rep.:	Phone:	
Company:	Fax:	
Address:		
Property Owner:	Phone:	
Company:	Fax:	
Address:		
ASSESSOR'S MAP NO:	TAX LOT NO(S):	
Property Address:		
<p>Fee Waiver: Applicable land use application fees for affordable housing may be waived by the Director in order to encourage the construction of affordable housing. Affordable housing as defined below shall be either newly constructed rental or home ownership units.</p> <p>Land Use Application Case No.</p> <p>Affordable housing category that applies to the project:</p> <p><input type="checkbox"/> Rental for households with incomes below 60% of the area median income (AMI), as determined by the Department of Housing and Urban Development (HUD) income limits in effect at the time of submittal; or</p> <p><input type="checkbox"/> Home ownership housing sold to households with incomes below 80% of area median income (AMI), as determined by the Department of Housing and Urban Development (HUD) income limits in effect at the time of submittal.</p>		
<p>The undersigned acknowledges that the information included with this application is correct and accurate.</p>		
Applicant:	_____	
	Signature	
	Print:	Date:

Fee Waiver Process

1. Applicant Submits a Fee Waiver Application to the Development Services Department

- The application must conform to the *Fee Waiver Submittal Requirements Checklist* on page 3 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Fee Waiver Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check of the submittal.
- The assigned Planner notifies the applicant in the event that submittal requirements are missing or unclear.
- An application is not deemed technically complete until all information necessary to evaluate the request and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes.
- Incomplete applications, as well as insufficient or unclear data, will delay the review process and may result in denial.

3. City Staff Review the Application & Signs Agreement

- The assigned Planner notifies the applicant in writing regarding the decision to grant the waiver or not; if the waiver is granted, the City and the applicant sign a contractual agreement to ensure compliance with the stated intent of the project.

Fee Waiver Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Submitted Prior to Associated Land Use Applications** – the Planning Division must approve the waiver and sign the contractual agreement before any associated land use application can be accepted for submittal.
- Fee Waiver Application Form**
- Proof of Registered Non-Profit Status**
- Adequate Documentation of the Following:**
 - That the proposed housing units meet appropriate standards regarding household income, rent levels, sales price, location, and number of units;
 - For rental housing, that the units shall remain exclusively available to low-income households at affordable rents during the required period of affordability;
 - For home ownership housing, that the units shall be sold exclusively to low-income households at an affordable sales price. Also, that if a unit is resold within the required period of affordability, such housing shall only be sold to another low-income household at an affordable sales price;
 - That if, within the required period of affordability, the use of the property is no longer for low-income housing, the owner shall pay the waived development fees from which the owner or any prior owner was exempt; and