

# SDC Waiver for Affordable Homeownership Units

## Program Administration Process

*Updated by staff on 3-28-23*

1. The applicant files application and required documentation. A complete application must be submitted at least four (4) weeks prior to issuance of building permits. A separate application must be submitted for each building permit for which the SDC waiver is requested.

Applications may be emailed or mailed to:

Contact: Katie Carroll, Housing Analyst

Email: [kcarroll@springfield-or.gov](mailto:kcarroll@springfield-or.gov)

Phone: 541-726-3660

Address: City of Springfield, c/o Katie Carroll, 225 Fifth Street, Springfield OR, 97477

2. The application is reviewed by the City for conformance with program requirements. The City will not process an application until it is determined to be complete.

If an applicant submits affordability documentation for review (compliance pathway Option A), the City Attorney's Office will determine if the documentation is sufficient to qualify as an Approved Affordability Requirement per program guidelines. In determining sufficiency, the City will look for restrictions that, for a period of at least five years, require all of the following:

- Homebuyers to belong to a household earning no more than 80% of the area median income;
- Resale to be restricted to homebuyers belonging to a household earning no more than 80% of the area median income or some other mechanism to ensure ongoing compliance with the affordability and occupancy requirement;
- Owner occupancy of the housing unit; and
- Ability of the City of Springfield to enforce the provisions of the affordability requirement, either by being named specifically or through a third-party right of enforcement.

If documentation provided by the applicant is found to be sufficient by the City, the application may be found eligible for the waiver under the Option A – Ongoing Affordability Requirement compliance pathway. If affordability documentation is not provided or is found to be insufficient, the application may be considered for the waiver under the Option B – Verified Affordable Price compliance pathway.

3. The City will inform the applicant of its decision by mail, within approximately three (3) weeks of receipt of a complete application. If approved, the City will specify in the decision letter under which compliance pathway the application has been approved. If

approved under Option B, the applicant must satisfy steps 5-6 to remain eligible for the waiver.

Approved SDC waivers are valid for six (6) months from the date on the approval letter. If the applicant has not obtained a building permit within six (6) months of the date on the approval letter, the applicant will need to re-apply for the SDC waiver.

If an application for an SDC waiver has been denied and the applicant has new or additional information they would like the City to consider, this may be submitted to the City for reconsideration of a denial.

4. If approved, the applicant will be required to sign an SDC Waiver Program Agreement prior to issuance of the building permit. The applicant should not pay for the building permit until receiving City approval of the SDC waiver and signing and recording the Program Agreement. The City reserves the right to not reimburse SDCs for a waiver granted after fees have already been paid.

The applicant (or homeowner as applicable) will be responsible for paying all recording costs associated with this waiver. Copies of all recorded documentation should be provided to the City.

5. (Option B) At least fourteen (14) days in advance of the closing date, the seller must provide documentation to the City showing that the unit is being sold at an affordable price to a qualified buyer, for the City to verify the transaction meets program eligibility requirements. Transactions that close before the City has confirmed eligibility requirements will be deemed non-compliant with SDC Waiver Program. At or before closing, the buyer will be required to acknowledge the SDC Waiver Program Agreement.
6. (Option B) After closing with the buyer, the seller must submit documentation to the City verifying the housing unit was sold in accordance with the details approved by the City prior to closing (step 5). Documentation submitted must include the closing date, buyer's name, and price paid for the housing unit including monthly break-down for housing costs.
7. The City may regularly monitor participating properties for compliance with the SDC Waiver Program. The City reserves the right to request documentation from homeowners, applicants, and other controlling entities to verify a housing unit is in compliance with the SDC Waiver Program. Failure to provide requested documentation to the City in a timely manner may result in the property being deemed in non-compliance with the SDC Waiver Program.
8. At the end of the five-year compliance period, all parties that are in full compliance with the SDC Waiver Program will be released of any further obligations under this program.