**AFFORDABLE HOUSING DEVELOPMENT INCENTIVE PROGRAMS APPLICATION**

Home Ownership Project

COMPLETE ONE APPLICATION PER PERMIT NUMBER

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| **APPLICANT/OWNER** | | | **CONTACT INFORMATION** |
| **Contact Name:** |  | | **Work:** |
| **Ownership Entity:** |  | | **Mobile:** |
| **Type of Entity:** | **For Profit  Non-Profit**  **Public Entity  Other:** | |
| **Business Mailing Address:** |  | | **E-mail:** |
| **Authorized Signatory Name:** |  | **Position:** | **Signatory Email/Phone:** |

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| **PROJECT INFORMATION** | | | | | | | | | | | | |
| **Project Name:** | |  | | | | **Permit #:** | | | | |  | |
| **Address:** | |  | | | | **Property Tax Account #s:** | | | | | R | |
| **Legal Description:**  (Attach w/ full metes and bounds) | | | | Lot:       Block:       Addition: | | | | | | | | |
| **Does the applicant have site control of the property?**  Yes  No | | | | | | | Site Control Expiration Date (if applicable): | | | | | |
| **If yes, type of site control instrument (check one):**  Deed  Lease  Option to Purchase  PSA  Other (specify): | | | | | | | If no, identify critical path to completing the site acquisition: | | | | | |
| **Description of Work:** | | | |  | | | | | | | | |
| **Type of Permit:** | | | | New Construction | | | | Rehabilitation | | | | |
| **Type of Building:** | | | | Residential Only | | | | Mixed-Use | | | | |
| **Construction Timeline:** | | | | Estimated Start Date: | | | | Estimated Final Permit Date: | | | | |
| **Contact During Construction:** | | | | | | Contact Email:  Contact Phone: | | | | | | |
| **Listing Agent Name & Company:** | | | | | | Listing Agent Email:  Listing Agent Phone: | | | | | | |
| **Unit Information** | | | | | | | | | | | | |
| **Total # of Residential Units:** | | | | | | **Total # of Units w/ restricted affordability:** | | | | | | |
| **By Unit Type** | | | | | | **By Unit Type** | | | | | | |
| SRO:  Studio:  1-Bedroom:  2-Bedroom: |  | | 3-Bedroom:  4-Bedroom:  5-Bedroom:  Other: | |  | SRO:  Studio:  1-Bedroom:  2-Bedroom: | | |  | 3-Bedroom:  4-Bedroom:  5-Bedroom:  Other: | |  |

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| **AFFORDABLE HOUSING DEVELOPMENT INCENTIVE PROGRAMS (HOMEOWNERSHIP)**  Select the Program(s) that you would like to apply for the project described above. | |
|  | **System Development Charge (SDC) Exemption Program**  **(Not Old Town/Chinatown or Mass Shelter)**  *PCC 30.01.095* |
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| **Purchase Price Cap:** | Price cap set annually by PHB through City Council\* |
| **Household Income Restriction:** | 100% MFI for a 4-person household, adjusted upwards\* |
| **Term Length:** | Initial Sale |
| **Application Fee:** | $1,200 |
| **Incentive:** | Exemption of SDC fees for restricted units |

*\* Income limits and sale price cap adjust annually and are based on review of median sale price and HUD income for the Portland Metropolitan area.*

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| **AFFORDABLE HOUSING DEVELOPMENT INCENTIVE PROGRAMS (HOMEOWNERSHIP)**  Select the Program(s) that you would like to apply for the project described above. | | | |
| **# of Units opting to restrict:** | **Deeper Housing Affordability (DHA) Program**  *PCC 30.01.140*  *For Single-Dwelling Zones* | **Deeper Housing Affordability (DHA) Program**  *PCC 30.01.140*  *For Single-Dwelling Zones & Multi-Dwelling Zones* | **Three-Bedroom Bonus Program**  *PCC 30.01.160*  *For Multi-Dwelling Zones* |
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| **Minimum # of restricted units:** | 1 unit | 50% of units in Building | 50% of units in Building must be 3BR and restricted |
| **Purchase Price Cap:** | 80% MFI for Unit Type\*\* | 80% MFI for Unit Type\*\* | 100% MFI for Unit Type\*\* |
| **Household Income Restriction:** | 80% MFI | 80% MFI | 100% MFI |
| **Term Length:** | 10 years | 10 years | 10 years |
| **Application Fee:** | TBD | TBD | TBD |
| **Incentive:** | FAR Bonus under  PCC 33.110.210 D.1. | FAR Bonus under  PCC 33.110.265 F or  PCC 33.120.211 C.2. | FAR Bonus under  PCC 33.120.211 C.3. |

*\*\*Purchase price caps adjust annually and are based on the MFI development levels and income levels determined using HUD’s annually published Median Family Income and Rent chart for the Portland Metropolitan area. The annual schedule of sale price caps is published by June of each year.*

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| **ADDITIONAL DOCUMENTATION REQUIRED** |

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| **ALL PROGRAMS** | * Preliminary Title Report and/or Vesting or Warranty Deed (including full legal description) * Corporate Documents, Articles, Operating Agreement, Bylaws, Resolution or other Legal Ownership Entity Documentation of Signature Authority for the Owner |
| **DHA Programs** | Unit & Square Footage Calculation Sheet |
| **SDC Exemption Program** | * Schematics * Plat Map |
| **Old Town/Chinatown SDC Exemption Pilot Program** | Letter of Eligibility from Prosper Portland |

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| **CERTIFICATION**  *Applicant certifies the following:*  I am the property owner, or an authorized agent thereof, and certify that the information provided is accurate. I understand that to be eligible for the selected programs on this application the project must meet all program requirements listed in the applicable code sections and administrative rules and must have site control of the Property in a form acceptable to the Portland Housing Bureau. | | |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Either an electronic or wet signature is acceptable)  Name and title: | Property Owner  Other | Date: |
| Business Address:  City, State & Zip: | Phone: | Email: |

Email respective attachments to [Indirect@portlandoregon.gov](mailto:Indirect@portlandoregon.gov)

Fax: (503) 865-3479

For questions call (503) 823-3270