**APPLICATION FOR QUALIFICATION- INCLUSIONARY HOUSING PROJECTS**

**SYSTEM DEVELOPMENT CHARGE EXEMPTION (Att. 04)**

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| PROJECT INFORMATION | |
| PROJECT NAME: | PERMIT #: |
| LEGAL DESCRIPTION:  (Attach metes and bounds legal description separately) | RESIDENTIAL SQUARE FOOTAGE: |
| LOT:       BLOCK: | ADDITION: |
| TOTAL NUMBER OF RESIDENTIAL UNITS: | NUMBER OF UNITS TO RECEIVE EXEMPTION: |
| TOTAL NUMBER OF RENTAL RESIDENTIAL UNITS: | NUMBER OF HOMEOWNERSHIP UNITS: |
| DOES THE APPLICANT HAVE SITE CONTROL OF THE PROPERTY?  YES  NO | SITE CONTROL EXPIRATION DATE: |
| IF YES, TYPE OF SITE CONTROL INSTRUMENT (CHECK ONE & SUBMIT SUPPORTING DOCS):  DEED  LEASE  PSA  OPTION TO PURCHASE  OTHER | IF NO, IDENTIFY CRITICAL PATH TO COMPLETING THE SITE ACQUISITION: |
| IS THIS PROJECT  MIXED-USE OR  RESIDENTIAL ONLY |  |

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| Required for Application Processing | Projects are required to pay a processing fee in the amount of $1,000. The fee will be applied within the City’s permitting system. This fee applies to any new permits which have not gone through pre-screening and are not yet under review as of July 1, 2023. |

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| **CERTIFICATION** | | |
| **Applicant(s) certifies the following:**  To be eligible for the System Development Charge Exemption Program, the City Code 30.01.095 requires that the Applicant(s) must have site control of the Property in a form acceptable to the Portland Housing Bureau (PHB) and (check one):  **Owner Occupied Units (Buildings with 20 or more units)**: (i) buyer(s) both occupying and on title must have gross income at or below 100% of Median Family Income for a family of four, adjusted upward for households of five or more people;\* (ii) buyer(s) must intend to occupy the property at time of purchase; (iii) buyer(s) must submit a Homeowner Compliance Verification Form to PHB for review; (iv) the sale price of property must not exceed the annually adjusted price cap; and must be an arm’s length transaction.\*\*  **Rental**: (i) renter’s (household’s) income must be at or below 60% of the Median Family Income (MFI) for a period of 60 years\*; and (ii) maximum rent burden must be no more than 30% of 60% MFI for a period of 60 years minimum.  **Rental – Old Town/Chinatown Action Plan Focus Area Pilot Program**: (i) renter’s (household’s) income must be at or below 100% of the Median Family Income (MFI)\* and the maximum rent burden must be no more than 30% of 100% MFI for a period of 10 years; (ii) and renter’s (household’s) income must be at or below 120% of the MFI\* and the maximum rent burden must be no more than 30% of 120% MFI for an additional 5 year period; (iv) the Applicant(s) must have demonstrated a financial need for the exemptions, as approved by the Prosper Portland; and (v) the terms of the attached Letter of Eligibility are accurate and supporting documentation is subject to Prosper Portland’s or PHB’s right to audit. | | |
| Developer/Builder Applicant Signature: | Date: |
| Co-Applicant Name Signature: | Date: |

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

\*\* An arm’s length transaction is one in which the buyer and seller act independently and have no relationship (by blood, marriage or unrelated business dealings) to each other. An arm’s length transaction will be fair and equitable to all parties and will result in a fair market price.

Email completed application to: [**Inclusionary-Housing@portlandoregon.gov**](mailto:Inclusionary-Housing@portlandoregon.gov)