

**AFFORDABLE HOUSING COMPLIANCE PLAN**

Please fill out this form and submit with your application for new development to the Housing Division. This completed form is an item to determine application completeness.

**SECTION 1: GENERAL INFORMATION**

1a. Applicant Information	
<b>Company Name:</b>	<b>E-mail:</b>
	<b>Phone No.:</b>
<b>Mailing Address (Street, City, State, Zip Code):</b>	
<b>Contact Name:</b>	<b>E-mail:</b>
	<b>Phone No.:</b>

1b. Project Information	
<b>Project Name:</b>	<b>Project Address(es):</b>
<b>Project APN:</b>	<b>Planning App. No. (if known):</b>

1c. Project Details	
1. Number of Residential Buildings:	
2. Total Number of Project Units:	
3. Housing Project Type:	<ul style="list-style-type: none"> <li>• For Sale</li> <li>• Rental</li> <li>• Both For Sale and Rental</li> </ul>
4. Will the proposed project lead to the demolition of any existing rental units? <i>Rental units: any units rented, advertised for rent, or offered for rent within the last five years.</i> Yes      No  <i>If yes, complete the replacement requirement supplement.</i>	
5. Are you pursuing a Parcel or Tentative Map with the project?	Yes      No
6. Are you pursuing a density bonus?	Yes      No

1d. Exemptions	
Are you building a 100% “deed restricted” affordable development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you building an accessory dwelling unit (ADU)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you remodeling an existing single-family home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you rebuilding a single-family home on a lot previously occupied by a single-family home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you answered yes to any of the above questions, you may be exempt from the BMR Program. Please contact the Housing Division at 650-903-6379 before continuing.</i>	

**SECTION 2: AFFORDABLE HOUSING COMPLIANCE**

2a. Affordable Housing Compliance	
Select Proposed Compliance Approach. <i>See BMR Administrative Procedures, Section 3, for more information.</i>	
<input type="checkbox"/>	Building units on-site
<input type="checkbox"/>	Building units on-site and paying fractional fee for unit less than 0.5
<input type="checkbox"/>	Project is less than seven (7) units paying a fractional in-lieu fee
<input type="checkbox"/>	<u>Alternative Mitigation:</u> <i>If proposing an alternative mitigation, complete Sections 2b and 2c of this section only and the Alternative Mitigation Supplement.</i>

2b. Unit Mix				
Provide information for all units in the development.				
<i>Attach an Excel spreadsheet with same column titles if additional space is needed.</i>				
Unit Type/Plan	No. of Bedrooms	Living Sq. Ft.	No. of Units	Total Square Feet
<b>Totals</b>				

Projects of less than seven (7) units that are eligible to pay a fractional in-lieu fee are not required to complete sections 2c, 2d, and 2e, unless they will be providing affordable units on-site.

<b>2c. Affordable Unit Calculations Summary Table</b>	
Attach a written description detailing how you arrived at the calculations.	
<b>Replacement Requirements (complete replacement requirement supplement)</b>	
Total Replacement Requirement (Units)	
<i>VLI Replacement Requirement</i>	
<i>LI Replacement Requirement</i>	
Replacement Requirement (Bedrooms)	
<b>Total Affordable Units In Project</b> (replacement units + any additional BMR units)	
<b>Density Bonus</b>	
Base Units	
Density Bonus Percentage	%
Density Bonus Units	
Total Project Units (Base Units + Density Bonus Units)	
<b>BMR Program</b>	
BMR Requirement	
BMR Weighted Average	%

<b>2d. AMI Level Information</b>		
<i>See BMR Administrative Procedures, Section 4, for more information.</i>		
<b>AMI Level</b>	<b>Number of Units @ AMI Level</b>	<b>Percentage of Units @ AMI</b>
<b>Total Affordable Units</b>		
<b>Weighted Average (Sum of percentage column)</b>		
<i>For Townhouse and Rowhouse Projects Only. Please provide AMI information for the additional 10% requirement at a weighted average of 135% of AMI below.</i>		
<b>AMI Level (A)</b>	<b>Number of Units @ AMI Level (B)</b>	<b>Percentage of Units @ AMI (C=(A/B)/D)</b>
<b>Total Affordable Units (D)</b>		
<b>Weighted Average (Sum of Column C)</b>		

**Please attach the following items:**

- Parcel maps and/or site maps indicating the proposed location within the development and square footage for both the BMR and market-rate units.
- Construction and completion schedule of all BMR and market-rate units.
- Phasing of BMR units *(if applicable)*.
- Comparison of bedrooms, fixtures, and access to amenities for the market-rate units and on-site BMR units.
- For Ownership Projects Only:** If providing units below 80 percent AMI, provide the anticipated initial HOA dues rate per household for the project.





**AFFORDABLE HOUSING COMPLIANCE PLAN:  
ALTERNATIVE MITIGATION SUPPLEMENT**

*See BMR Administrative Procedures, Section 10, for more information.*

Indicate the type of proposed alternative mitigation:		
<input type="checkbox"/> 1. In-lieu fee payment	<input type="checkbox"/> 2. Off-site development	<input type="checkbox"/> 3. Land dedication
<input type="checkbox"/> 4. Other: <i>Provide a brief overview.</i>		

1. Dedication of Land	
Site APN No(s):	Parcel Size(s):
Site Address(es):	
Unit Capacity On-Site:	Developable Area(s):
<p><b>Please attach the following items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Environmental Conditions Reports (<i>ex., Phase I and/or Phase II reports</i>)</li> <li><input type="checkbox"/> Site Infrastructure Development Plan</li> <li><input type="checkbox"/> Comprehensive Budget</li> </ul>	
<p><b>Please attach a narrative demonstrating how the dedication of land will:</b></p> <ul style="list-style-type: none"> <li>• Exceed minimum affordability requirements of the program</li> <li>• Advance other City goals for housing</li> </ul>	

**2. Providing Units Off-Site**

<b>Site APN No(s):</b>	<b>Site Address(es):</b>
<b>General Plan Land Use Designation:</b>	<b>Number of Units Provided:</b>

**Type of Project:**      Rental      Ownership

**Adjacent Land Uses:**

**AMI Level Information**

AMI Level (A)	Number of Units @ AMI Level (B)	Percentage of Units @ AMI (C=(A/B)/D)
<i>Total Affordable Units (D)</i>		
<i>Weighted Average (Sum of Column C)</i>		

**Please attach the following items:**

- Environmental Conditions Report
- Parcel map indicating size, location, number of bedrooms, and square footage
- Construction and completion schedule
- Phasing of units in comparison to market-rate units
- Comparison of bedrooms, fixtures, and amenities

**Please attach a narrative demonstrating how providing units off-site will:**

- Exceed minimum affordability requirements of the program.
- Advance other City goals for housing, highlighting how the location of the off-site units is consistent with these goals.

**3. Payment of In-lieu Fee**

**Proposed in-lieu fee amount:**

**Proposed timing of payment:**

**Please attach a narrative demonstrating how paying the in-lieu fee will complete one or more of the following objectives:**

- Create more affordable units and/or deeper affordability levels than providing the units on-site.
- Create affordable housing for special-needs populations.
- Help 100 percent affordable housing projects in the City’s pipeline move forward.
- Demonstrate time value of payment.



**4. Other:**

**Please attach a narrative demonstrating how the proposed mitigation will complete one or more of the following objectives:**

- Create more affordable units and/or deeper affordability levels than providing the units on-site.
- Create affordable housing for special-needs populations.
- Help 100 percent affordable housing projects in the City's pipeline move forward.
- Demonstrate time value of payment.