

ATTAINABLE HOUSING CHECKLIST

For more information or assistance with this form, please contact Quentin Grose, Attainable Housing Program Manager at qgrose@seminolecountyfl.gov or (407)665-2376.

The Attainable Housing Checklist is only for residential developments requesting one or more of the following incentives: density bonuses, expedited permitting, reduced, waived, and/or subsidized impact fees for affordable housing units. Missing, incomplete, or inconsistent information will cause delays.

Developers intending to build new residential dwelling units, with the purpose of renting or selling to households with very-low, low, or moderate income, may be eligible to receive reduced, waived, or subsidized impact fees. In projects with a mix of market-rate and attainable housing units, only the attainable housing units are eligible to receive this consideration. Proposed attainable housing must be certified by Community Services and have a recorded Restricted Use Covenant to be eligible for incentives.

Address: _____ Parcel ID: _____

Please answer the following as it relates to your proposed project:

1. You understand that this checklist should be completed with your Development Services pre-application meeting request but is **due at the time of formal application**. An Applicant is required to schedule this meeting with the Seminole County Development Services Department.
 YES NO
2. Are you requesting expedited permitting for this project? **Please note that there is no guarantee of expedited permitting, but County Staff will do their best to move the application as quickly as possible through the process.**
 YES NO
3. Which of the following incentives are you requesting (if applicable)?
 Impact Fee Discount Impact Fee Exemption Density Bonus Live Local

All incentives require a 30-year Restrictive Use Covenant. Please note that there is no guarantee of waiver or reduction. Failure to guarantee affordability could result in repayment or denial of discounted, waived, or subsidized impact fees.

Will the attainable housing units being developed, as a part of the project, be dedicated to households that income qualify at or below 140% of Area Media Income (AMI)?

YES NO

4. Will the attainable housing units being developed, as a part of the project, be dedicated to households that income qualifies at or below 80% of Area Media Income (AMI)?

YES NO

5. Is this a mixed-rate or multifamily housing project that includes market rate AND affordable units?

YES NO

If Yes, please provide:

Total # of units and percentage that will be Affordable (up to 80% of AMI):

6. Does the project have a recorded Restricted Use Covenant (RUC) guaranteeing that the affordability criteria of at least 30 years will be observed?

YES NO

If Yes, please provide:

a. A copy of the recorded covenant and the Document No.

If No:

Upon Board of County Commissioners approval, an executed covenant or deed restriction guaranteeing that the affordability criteria will be observed, will be recorded by the Seminole County Community Services staff.

7. Additional documentation will be provided during the pre-application meeting, such as Income Verification, current rental limits, or any other documentation as required.

The Seminole County Community Services Department shall evaluate this checklist and, if it meets the attainable housing requirements, notify the Development Services Department of this proposed attainable housing project.

Applicant Signature: _____ Date: _____

Name/Title/Organization: _____

Reviewer Signature: _____ Date: _____

Name/Title/Organization: _____