

# Zoning Process for Workforce Housing Ord. 16-138

Process	Procedures	Notes	Benefits
<p>Zoning Approval</p>	<p>Standard ASPR at Downtown Office 33-193.10</p> <p>Zoning Covenant 33-193.13</p> <p>GIS mapping Downtown office shall Geocode the subject property. Zoning maps will reference the ASPR and Zoning Covenant.</p> <p>Platting, if required.</p>	<p><u>Administrative Adjustments:</u></p> <ul style="list-style-type: none"> <li>Through the ASPR application, additional administrative adjustments may be approved pursuant to section 33-193.11(D).</li> </ul> <p><u>Individual Infill Lots</u></p> <ul style="list-style-type: none"> <li>The ASPR is not mandatory for infill single-family, duplex, triplex or non-conforming lots, but recommended. However, a Pre-Permit Submittal Review will be required prior to permitting.</li> <li>For infill single family, duplex, triplex or non-conforming, the establishment of a new lot pursuant to the reduced standards shall occur through the platting process.</li> <li>If the lot does not require platting, building permits may be issued only after a Zoning and PHCD covenant is executed.</li> </ul> <p><u>Items Required in Zoning Covenant</u></p> <ul style="list-style-type: none"> <li>Total number of market rate units and workforce housing units(WHU).</li> <li>Location of WHUs if it is a sales project. Inventory of WHUs if it is a rental project.</li> <li>Construction schedule (Specifying dates demonstrating the WHUs will be built concurrently with market rate units).</li> <li>Density bonus transfer agreement, if applicable</li> <li>Alternatives in lieu of on-site construction of WHUs, if applicable</li> <li>This is NOT the Covenant that will be required by PHCD.</li> </ul>	<ul style="list-style-type: none"> <li>Public Hearing not required</li> <li>Reduced zoning requirements</li> <li>21-day review process</li> <li>Density Bonuses 33.193.7(B)</li> <li>Option to transfer density bonus to another site - 33-193.8(1)(c)</li> <li>At this time not locked into contribution in-lieu of construction of WHUs.</li> </ul>
<p>PHCD Approval</p>	<p>Workforce Housing Agreement at PHCD Office 33.193.14</p> <p>Finalize alternatives to on-site construction (if applicable) 33-193.8</p> <p>Letter of Satisfaction from PHCD</p>	<p><u>Items Required in Workforce Housing Agreement</u></p> <ul style="list-style-type: none"> <li>Sale and rental price, as well as eligibility standards</li> <li>Control period of 20 years</li> <li>Shared equity agreement</li> <li>If a rental project, an inventory of the WHUs</li> <li>If sales, a covenant for each individual WHU is required.</li> </ul> <p><u>Alternatives to on-site construction include:</u></p> <ul style="list-style-type: none"> <li>Monetary contribution</li> <li>Off-side construction within 2-mile radius</li> <li>Rehabilitation of existing properties</li> <li>Conveyance of land</li> <li>Combination of the above</li> </ul>	<ul style="list-style-type: none"> <li>21-day review process</li> <li>May select from multiple alternatives to on-site construction of WHUs</li> <li>90 days provided to applicant to satisfy the requirements for the alternative options</li> </ul>
<p>Permit Approval</p>	<p>Permit review by all disciplines at West Dade Office</p> <p>Impact Fee Deferral Application 33.E6.1</p> <p>Construction</p> <p>Inspections</p> <p>Certificate of Occupancy</p>	<p><u>Required Documents for Permitting</u></p> <ul style="list-style-type: none"> <li>ASPR approval</li> <li>Letter of satisfaction from PHCD.</li> <li>If utilized alternatives to on site construction, proof of County acceptance (i.e. receipt, deed of land transfer, etc.).</li> <li>Declaration of Restrictions and Workforce Housing Agreement</li> <li>Construction Schedule of market rate units and WHUs (if applicable)</li> <li>Plat approval</li> <li>At this time, may opt to convert WHUs to market rate units through a contribution in lieu.</li> </ul> <p><u>Construction Schedule (If applicable)</u></p> <ul style="list-style-type: none"> <li>Failure to comply with the construction schedule for WHUs will result in a permit hold.</li> </ul> <p>Applicants may apply for impact fees. May apply at any time during the permitting review process.</p>	<ul style="list-style-type: none"> <li>Option to convert WHUs to market rate units at time of permitting. 33-193.13(C)(2)</li> <li>Permits remain valid for 6 months after issuance</li> <li>May apply for a 2-year deferral for WHUs that are over 80% of median income.</li> <li>May apply for an exemption of Road Impact Fees for WHUs at or below 80% of median</li> </ul>
<p>Qualification Process by PHCD</p>	<p>Applicant provides PHCD written notice of WHUs available for rent or sale</p> <p>Applicant responsible for marketing the WHU units</p> <p>Prospective homebuyers/renters apply for Certificate of Qualifications</p> <p>Eligibility approved by PHCD and Certificate of Qualifications issued.</p> <p>Rent/Purchase WHU</p>	<p><u>Certificate of Qualification</u></p> <ul style="list-style-type: none"> <li>Certificate of Qualification forms are submitted as part of the lease/ sales application.</li> <li>Developers may issue certificates of occupancy, subject to PHCD approval.</li> <li>Eligibility is determined utilizing the Income Limit Table (Published annually).</li> <li>Renewal of rental leases will require an annual certification.</li> <li>Homeownership units will require a mortgage of \$100 in favor of the County memorializing the restrictions in 17-142(A)(3)</li> </ul>	<ul style="list-style-type: none"> <li>Developers may issue certificates of qualification, subject to verification by PHCD</li> <li>PHCD will review income certification within 10 business days</li> </ul>
<p>Monitoring by PHCD and Zoning</p>	<p>Publish annual report on WHUs</p>	<p><u>Monitoring and enforcement will include:</u></p> <ul style="list-style-type: none"> <li>Annual inspection of construction projects by PHCD</li> <li>Annual inspections of rental units by PHCD</li> <li>Review of re-sale and refinancing requests</li> <li>PHCD and Zoning will maintain an inventory of WHUs, monetary contributions, and other types of contributions in lieu</li> </ul>	<ul style="list-style-type: none"> <li>A website with Workforce Housing Program applications, listing of WHUs, and monitoring reports will be available to the public.</li> </ul>