

INCLUSIONARY HOUSING ORDINANCE (IHO) – COMPLETENESS CHECKLIST



1. Project Type: Select applicable box below. ([Municipal Code 14.04.040](#))

Project located in the Downtown Specific Plan Area (DTSP)

- ☐ For-Sale Project: Designate at least 10% of the dwelling units at affordable sales prices to moderate-income households.
- ☐ Rental Project: Designate at least 10% of the dwelling units at affordable rents for low-income and very low-income households. At least one-half of the required units to be offered to very low-income households.
- ☐ Custom Lot For-Sale Project: 10% requirement – custom lot projects wherein a developer creates lots for purchase, and the residential units are built separately by individual owners, the requirements of the IHO shall be satisfied by each individual purchaser of a lot by paying in-lieu fee at or prior to the issuance of building permit based on the per habitable square feet of the residential building area to be built.

Project located elsewhere in Morgan Hill not in DTSP

- ☐ For-Sale Project: Designate at least 15% of the dwelling units at affordable sales prices to moderate-income households.
- ☐ Rental Project: Designate at least 15% of the dwelling units at affordable rents for low-income and very low-income households. *At least one-half of the required units to be offered to very low-income households.*
- ☐ Custom Lot For-Sale Project: 15% requirement – custom lot projects wherein a developer creates lots for purchase, and the residential units are built separately by individual owners, the requirements of the IHO shall be satisfied by each individual purchaser of a lot by paying in-lieu fee at or prior to the issuance of building permit based on the per habitable square feet of the residential building area to be built

2. Project is seeking a Density Bonus.

☐ Yes ☐ No

Note: A Density Bonus project cannot fee out of its affordable unit obligation.

3. Project intends to partially satisfy the IHO obligation with an in-lieu fee payment for 50% of the Inclusionary Requirement.

☐ Yes ☐ No

Note: Proposal of in-lieu fee payment above the 50% Inclusionary requirement is subject to approval by City Manager's approval.

4. Check the applicable box to indicate whether the project proposes to satisfy the IHO obligation with an alternative mode of compliance listed in [Municipal Code 14.04.070 – Alternatives](#).

☐ Yes ☐ No

Note: Proposal of satisfying IHO with an alternative mode of compliance is subject to the provisions of the Municipal Code. Applicant must include such proposal in its application for the first approval and must satisfy all criteria relevant to chosen alternative subsection – 14.04.070

If answering “No” to Question 4, please describe the alternative mode of compliance.

5. Complete the table to identify project livable square footage.

Note: Do not include the garage space within your calculations.

Product Type (e.g. multi-family, condo, townhouse, single fam. etc.)	Number of Bedrooms/Bathrooms/ INCLUSIONARY or Market Rate (M)	Number of Units Provided	Floor Area in Sq. ft. Per Unit	Total Square footage
TOTAL				

6. Number of Inclusionary units at each affordability level:

Moderate_____ Low_____ Very Low-Income_____ Extremely Low-Income_____

7. Complete the table to identify proposed ADU livable square footage.

Note: Do not include the garage space within your calculations.

☐ My project does not include ADUs, skip the table.

ADU Number of Bedrooms/Bathrooms	Number of ADU Units Provided	Floor Area in sq. ft. Per Unit	Total Square footage per unit type
TOTAL			

8. Architectural site plan includes the following:

- a. Location of all Inclusionary and Market Rate units, including lot and/or unit and building numbers
- b. Plan type of all Inclusionary and Market Rate units
- c. The product type of all Inclusionary and Market Rate units
- d. Phasing plan (timing of construction of Inclusionary units in relation to the construction of the market-rate units)

☐ Yes ☐ No

Note: All INCLUSIONARY units shall be geographically and proportionally dispersed throughout the residential project as described in [Section 14.04.040.F](#). No inclusionary unit shall be located adjacent to another inclusionary unit. In residential projects that will consist of more than one building, the inclusionary units shall be dispersed among all buildings that comprise the development. In residential projects that will consist of more than one product type, the inclusionary units shall be dispersed among the product types, proportionate in number among each of the product types that comprise the development.