



INCLUSIONARY HOUSING ORDINANCE (IHO) – CHECKLIST

1. Project Type: Check the applicable box below.

- For-Sale Project within Downtown Specific Plan (DTSP) area: Designate at least 10 percent of the dwelling units at affordable sales prices to moderate-income households.
- For-Sale Project Outside DTSP area: Designate at least 15 percent of the dwelling units at affordable sales prices to moderate-income households.
- Rental Project within DTSP area: Designate at least 10 percent 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.
- Rental Project Outside the DTSP area: Designate at least 15 percent 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 within the DTSP area: 10 percent 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.
- Custom Lot For-Sale Project outside the DTSP area: 15 percent 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 will seek a Density Bonus.

- Yes No

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

3. Check the applicable box to indicate whether the applicant intends to partially satisfy the IHO obligation with an in-lieu fee payment for 50% of the Inclusionary Requirement.

Yes No

Note: Unless the project is a Custom Lot project, proposal of in-lieu fee payment above the 50% Inclusionary requirement is subject to approval by City Council.

4. Check the applicable box to indicate whether the applicant will propose to satisfy the IHO obligation with an alternative mode of compliance listed in Muni Code 14.04.070 – Alternatives.

Yes No

Note: Proposal of satisfying IHO with an alternative mode of compliance is subject to approval by City Council. 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

5. Check the applicable box to indicate whether the applicant will propose to satisfy the IHO obligation with an alternative mode of compliance *NOT* listed in Muni Code 14.04.070 – Alternatives.

Yes No

6. Complete the following and submit with Development Services Application(s).

a. Project Type (select one):

For-Sale

Custom Lot

For Rent

100% Affordable

b. Project Location (select one):

Within the Downtown Specific Plan

Outside the Downtown Specific Plan

c. Complete the table to identify project livable square footage. Note: Do not include the garage space within your calculations.

Plan Type identified on plans	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 Sqft. Per Unit	Total Square footage
TOTAL				TOTAL	

d. Number of Inclusionary units at each affordability level:

Moderate _____ Low _____ Very Low-Income _____ Extremely Low-Income _____

e. 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

Plan Type identified on plans	ADU Number of Bedrooms/Bathrooms	Number of ADU Units Provided	Floor Area in Sqft. Per Unit	Total Square footage per unit type
			TOTAL	

7. SITE PLAN. The applicant has provided the following data on the Architectural Site Plan.

- 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.