



# COMMUNITY DEVELOPMENT

**SUBJECT: CDD DEPARTMENT POLICY ON EXPEDITED PERMIT PROCESSING FOR AFFORDABLE HOUSING PROJECTS**

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By Council directive, as of **September 1, 2003**, it will be a policy of the Community Development Department to provide expedited permit processing for qualifying affordable housing developments (Resolution 2423, Section 2.A). The purpose of this memo is to provide updated information on this policy.

## ELIGIBILITY CRITERIA

Currently, only projects that are supported by state or federal affordable housing funding qualify for expedited permit processing.

## PROCESS FOR EXPEDITED PERMITTING

Affordable housing projects must be qualified by the City's Affordable Housing Manager before the project can receive expedited permit processing. A memo or other form of written notice ("notice memo") will be prepared by the Affordable Housing Manager for all residential and commercial projects that qualify for the expedited process. That memo or other written notice will be provided to the applicant and will be forwarded to the Development Services Division within CDD.

**For affordable housing projects that are considered commercial (3 or more units on a lot), the following mandatory meetings must be held with the Developer and the appropriate City Staff. The purpose of these meetings is to determine the critical project milestones, required City processes, code analysis questions and key contacts. These meetings should be coordinated either through the Department's Development Services Division or through the applicable division (with notification to Development Services):**

- **Planning Applications – A Pre-Application Meeting is required**
- **Building and Engineering Permits – A Permit Pre-Submittal meeting is required (except for infrastructure applications through Engineering)**

When the applicant submits a qualifying project for Planning and Building review, the notice memo must be submitted at the time of application. **The staff person entering the application will flag the project as an affordable housing project in the City's systems. Expedited reviews indicated below will only be provided for projects that have the memo included with the original permit application submittal.**

### *Required Timelines*

Once a project has been qualified, the following timelines for permitting will be initiated by the City:

#### Planning Applications

- For Type I applications, a decision will be written within 15 days of the date of submittal of a **complete** application.
- For Type II applications, a decision will be written within 40 days of the date of submittal of a **complete** application.
- For Type III applications, an independent schedule will be determined based on the complexity of the project.

#### Building Permit Applications

##### Residential (1&2 family)

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will be completed by all divisions within 10 business days. Subsequent corrections will be reviewed within 5 business days of being submitted. Voluntary revisions are not expedited and will be reviewed within standard timelines of residential projects. The permit will be issued within 2 business days of review approvals by all departments.

- Once the permit is issued, inspections and Certificate of Occupancy processes will follow Standard Department policies and no special exceptions will be provided.

Commercial (3 or more units **on a lot**) – Including Site Improvement Plans

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will start within 5 business days but no later than 10 business days by all divisions. Date of first review completion is dependent on the complexity of the project. Subsequent correction reviews will be started within 5 business days but no later than 10 business days of being submitted. Voluntary revisions and deferred submittals are not expedited and will be reviewed within standard timelines of commercial projects. Project issuance is dependent on the complexity of the project.
- Once the permit is issued, inspections and Certificate of Occupancy processes will follow standard Department policies and no special exceptions will be provided.

Engineering Applications

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will start within 5 business days but no later than 10 business days by all divisions. Date of first review completion is dependent on the complexity of the project. Subsequent corrections reviews will be started within 5 business days but not no later than 10 business days of being submitted. Voluntary revisions and deferred submittals are not expedited and will be reviewed within standard timelines of commercial projects. Project issuance is dependent on the complexity of the project.