



Write in plan sheet or attachment number where the checklist items can be found in your application in the right column. If an item does not apply to your project, enter N/A. Attach this completed checklist to your application.

Item	Plan Sheet # or Application Attachment #
(1) A site plan depicting the <u>number and location</u> of all proposed market rate units, affordable units, and density bonus units, if any.	
(2) A calculation of the maximum number of dwelling units permitted by the County’s zoning ordinance and general plan for the housing development, <u>excluding any density bonus units</u> .	
(3) The income level of the proposed affordable units. Provide a table with the number of bedrooms and habitable floor area of each unit, by plan type.	
(4) A description of any requested incentives, waivers of development standards, or parking reductions and <u>evidence</u> that any requested incentive or concession results in <u>identifiable and actual cost reductions</u> to the housing development and <u>is necessary to provide affordable rents or affordable sales prices</u> .	
(5) A description of all rental units existing on the site in the five-year period preceding the date of submittal of the application; <u>income of all residents of currently occupied units</u> ; if no units are currently occupied, income of residents occupying units when it contained the maximum number of units in the five-year period preceding the date of submittal of the application; and any recorded covenant, ordinance, or law restricting rents to levels affordable to very low and lower income households applicable to the property in the five-year period preceding the date of submittal of the application. <i>Also confirm the number of bedrooms in each existing home.</i> <i>Note: If income level of current/prior tenants is not known, state law refers to “CHAS data” for determining presumed income level. Please contact Housing staff for assistance if needed.</i>	
(6) For any requested waiver of a development standard, evidence that the development standard for which the waiver is requested <u>will have the effect of physically precluding the construction</u> of the housing development with the density bonus, incentives, and concessions requested.	
(7) If a mixed-use building or project is proposed in a residential zone as an incentive, evidence that nonresidential land uses will reduce the cost of the housing development and that the nonresidential land uses are compatible with the housing development and the existing or planned development in the area.	