

## **Development Fee Reduction Refund Program Affordable Housing Projects**

This Development Fee Reduction Refund Program for Affordable Housing Projects applies to the Development Application & Permit Fees, highlighted/indicated on the attached Fee Table, processed by the Jefferson County Planning and Zoning Division.

### **Definitions:**

**"Affordable Housing"** means housing that costs a household no more than 30% of the households monthly income on housing costs, including utilities.

1. For a household residing in housing on a rental basis, annual income of the household is at or below eighty (80) percent of the area median income (AMI) of households of that size in Jefferson County; or
2. For a household residing in housing on a home ownership basis, annual income of the household is at or below one hundred forty (140) percent of the area median income of households of that size in Jefferson County.

**"Certified Unit"** means housing certified as affordable housing by the Community Development Division because it meets the definition of Affordable Housing.

**Term:** A minimum 20-year Affordable Housing term is required.

### **Process:**

1. Owner/Applicant indicates on the Development/Permit application (Application) the number of proposed Affordable Housing units.
2. Owner/Applicant pays the Application fee due for the proposed project based on no Affordable Housing units.
3. Planning and Zoning Division processes the Application pursuant to County regulations.
4. Planning and Zoning staff refers the Application to the Community Development Division (CDD)\* to certify that the proposed units are affordable pursuant to the Program's definition for Affordable Housing units. For the assessment of Certified Units the Owner/Applicant must submit the proposed deed restrictions, restrictive covenants, or other

instrument to be recorded, securing the affordability of the unit for a minimum of 20 years. The recorded instrument must be in a form acceptable to the County Attorney's Office.

5. Planning and Zoning calculates the fee reduction, in accordance with the below table, based on the number of Certified Units.

<b>Fee Reductions</b>	
<b>Home Ownership - AMI</b>	<b>Fee Reduction</b>
Certified Units at 140% AMI	50%
Certified Units at 110% AMI	75%
Certified Units at 80% AMI	100%
<b>Rental - AMI</b>	
Certified Units at 80% AMI	100%

6. Planning and Zoning processes the fee refund once the accepted documents, securing the affordability of the Certified Units for at least 20 years, are recorded.

\*The Community Development Division oversees a portfolio of grant-funded developments that require underwriting and eligibility review, and regular monitoring for compliance. Therefore, this CDD is well-suited to review affordability, proposed security documents and evaluate eligibility for fee waivers.