

HOUSING PROJECTS - Information Checklist for Development

Project Address: _____

For any project increasing or removing multi-family housing units, this form shall be completed and included in the submittal application package for Planning review. The housing development information required here is supplemental to the submittal checklist requirements for other planning entitlements (e.g. Architectural Review and Site and Design).

1. Summary of Changes to Housing Units

Existing Units	
Units to be Removed	
New Units to be Added	
Total Proposed Unit in Project	
Rental Units	
Ownership Units	

2. Is the project located on a Housing Inventory Site (HIS)? Yes No

If yes, include in the project description letter (1) the projected unit yield as determined in the Housing Element (look for "HIS" in the Comments section on site's [Parcel Report](#) for details; if "HIS" is not on the report, the parcel is not a HIS); (2) the project's compliance with this unit yield; and (3), if the project does not include enough units to meet the Housing Element projections, provide a detailed explanation of why a reduced number of units is proposed.

3. Indicate proposed project type, check all that apply:

- 100% Residential
 - With ownership units, number of units: _____
 - With rental units, number of units: _____
- Mixed-Use
 - With ownership units, number of units: _____
 - With rental units, number of units: _____
- Condo Conversion, number of units: _____
- Residential Development is 100% Affordable, number of units: _____

4. Based on the Below Market Rate (BMR) requirements in PAMC [16.65](#), how many BMR **units** are required for this project? _____ *[Generally, when the BMR requirement results in a fractional unit, an in-lieu fee payment may be made for the fractional unit instead of providing an actual BMR unit.]*

5. Does the project utilize the Density Bonus/Concessions provisions as described in PAMC [18.15](#)?
 Yes No

If yes, include in the project description letter details of what is proposed for the project and how the project would qualify for all requested density increases and/or concessions. When requesting concessions, clearly describe which ones are being requested for the project. Please complete following table:

Total Number Proposed Units Prior to Density Bonus	
% of Restricted BMR Units Proposed and Unit Count	
Income Level of Proposed Restricted BMR Units	
% Density Bonus Requested	
Total Number Proposed Units with Density Bonus	
Number of Concessions Allowed	
Number of Concessions Requested	

6. Does the proposed project utilize any of the following programs or processes listed below? If so, this should be highlighted in the project description letter along with all the relevant details of the project’s eligibility to do so.

- Housing Incentive Program (HIP) [minimum 3 units; not eligible for Density Bonus, SB 35, or HAA]
- Senate Bill 35 (SB 35) [minimum 3 units; eligible for Density Bonus with 5+ units]
- California Housing Accountability Act (HAA) [minimum 3 units; eligible for Density Bonus with 5+ units]

7. Affordable Housing Plan: All development projects that include affordable residential units, as defined in PAMC 16.65.080, shall submit an Affordable Housing Plan for review and approval. See the “Affordable Housing Plan Specifications” handout for details.