

LOG #: \_\_\_\_\_

This application is **required for all projects being logged in for review (new construction and existing buildings)**. The purpose of this application is to document the information required for compliance with Denver’s Affordable Housing Linkage Fee, which must be paid at the time of building permit issuance.

I. CONTACT INFORMATION	
Name:	Phone Number:
Email:	
Project Address:	Project Record Number(s) and Type: <i>Indicate record number type (e.g., Project Master, Concept, Zoning)</i>

II. PROJECT TYPE
Which of the following best describes your project? (Select one.)
<input type="checkbox"/> New structure <input type="checkbox"/> Existing building with no new floor area* <input type="checkbox"/> Addition to existing structure <input type="checkbox"/> Shoring and excavation only*
<i>*If existing building with no new floor area or shoring/excavation only, no further information is needed. Skip to the end and sign/date.</i>
Will you be seeking phased building permits (such as foundation and superstructure)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your project seeking foundation-only permits with a manufactured structure(s) that will be permitted by the State of Colorado? <i>If yes, housing fees must be paid with the foundation permit and information provided below for use and gross floor area.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No

III. USE AND GROSS FLOOR AREA
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**For new structures:** List the gross floor area (as calculated per Denver Zoning Code 13.3) for your project by use type.

- Do not include areas used for parking.
- If your project is mixed-use, provide the gross floor area for each use type.

**For additions to existing buildings:** List the gross floor area (as calculated per Denver Zoning Code 13.3) for your addition by use type.

- Only list the floor area that will be new; do not include the square footage of the existing structure.
- Do not include areas used for parking.
- If your project is mixed-use, provide the gross floor area for each use type.

**Use Classification Type**

**Gross Floor Area (for new area only)**

Multi-unit dwellings <sup>†</sup> designed and regulated under the International Building Code	
Single-unit, two-unit or multi-unit dwellings <sup>†</sup> designed and regulated under the International Residential Code, or any primary residential use other than multi-unit dwellings regulated under the International Building Code	
Commercial sales, services and repair	
Civic, public or institutional	
Industrial, manufacturing and wholesale	
Agricultural	

<sup>†</sup>Multi-unit dwellings receiving multiple permits (IRC townhomes) must provide gross floor area **per unit**. Use a separate sheet if necessary.

**IV. INCENTIVES FOR AFFORDABLE HOUSING IN CERTAIN ZONE DISTRICTS/OVERLAYS**

Is your project using incentives for affordable housing, such as building to a taller height or greater floor area in exchange for providing or funding affordable housing? (*Currently only available in the 38<sup>th</sup> & Blake Station Area Incentive Overlay District [IO-1]*)

Yes  No

If yes, please skip Section V. (below) of this application, and instead, please fill out and attach the “Incentives for Affordable Housing” supplement available at [www.denvergov.org/AffordableHousingFee](http://www.denvergov.org/AffordableHousingFee).

**V. AFFORDABLE HOUSING LINKAGE FEE EXCEPTIONS**

Does the affordable housing linkage fee apply to your project?  Yes  No\*

\*If you mark “no,” you must check at least one of the following exceptions and submit the requested documentation with this application.

Check here if the exception applies	Exceptions <i>Fill in blanks and note where additional information will need to be submitted.</i>
A	Submitted a concept site development plan prior to 12/30/2016 <b>Date submitted:</b> _____ <b>Concept #:</b> _____ <b>Project Master #:</b> _____
B	Project is part of a property subject to an affordable housing plan or other preexisting contractual commitment or covenant to construct affordable housing <b>Project name:</b> _____ <b>Plan recordation number:</b> _____ <b>Submit a copy</b> of the recorded affordable housing plan, contractual commitment or covenant
C	Project has an affordable housing obligation from zoning <b>Provide zoning ordinance number that contains this obligation:</b> _____
D	Project entails residential dwelling units being built by a charitable, religious or other non-profit entity that are deed-restricted to ensure affordability <b>Submit a copy</b> of the covenant, land use restriction agreement or instrument of affordability, and evidence of 501(c)(3) status.
E	This is an affordable housing project constructed with the support of federal, state or local financial resources. <b>Submit evidence</b> of the federal, state or local financial resources and a copy of one of the following: (a) covenant or land use restriction agreement, (b) instrument of affordability, (c) HUD contract or similar, or (d) evidence that the project is being developed by the Denver Housing Authority.
F	This is a non-residential project by a charitable, religious or other non-profit to be used primarily to provide housing, shelter, housing assistance or related services to low-income households or persons experiencing homelessness. <b>Submit evidence</b> of 501(c)(3) status, the organization’s mission statement, and a description of the project.
G	This is construction by or on behalf of the federal, state or local government, or any department or agency thereof, that will be used solely for a governmental or educational purpose. <b>Submit a description</b> of how the project will be used for a governmental or educational purpose and proof of property ownership via a deed or lease that documents ownership and/or use.
H	This is a reconstruction of a structure that was destroyed due to a natural or manmade involuntary disaster. <b>Submit</b> an insurance report, report from Denver Police, report from Denver Fire or similar.
I	This is an addition of 400 square feet or less to an existing single-family or duplex structure. <b>Plans submitted</b> for building and zoning review must clearly outline the addition with square footage information and dimensions to verify the addition meets this requirement as well as provide evidence that the existing structure is only a single-unit or two-unit dwelling.
J	This project is for an Accessory Dwelling Unit (ADU). <b>Plans submitted</b> for building/zoning review must clearly indicate the structure is an ADU, and <b>submit evidence</b> of the status of the primary structure to ensure what is being built is not an additional primary structure on the lot.

K	This project is meeting the “build alternative,” per the Affordable Housing Linkage Fee Ordinance 2016-0625. <b>Submit a copy</b> of the agreement/affordable housing plan from the Office of Economic Development (OED) to prove the build alternative is being met.
L	OED has granted a waiver or fee reduction for a non-residential project due to proof of lack of employment impact. <b>Submit the approved waiver</b> from OED indicating that the project is subject to either a reduced or waived fee. Be advised that, if the fee is reduced, the reduced fee will still be due at the time of building permit issuance.
M	This submittal is for modified drawings for a project under construction that does not increase square footage. <b>Original log number:</b>

**VI. CUSTOMER ACKNOWLEDGEMENT**

I acknowledge that I have the authority to submit the information in this application on behalf of the project located at (project address) \_\_\_\_\_, and that the information provided in and attached with this application is true and reliable. I am aware that, per the Affordable Housing Linkage Fee Ordinance 2016-0625, the affordable housing linkage fee amount applicable to my project will be assessed alongside standard permit fees and is due in full at the time my building permit(s) is issued. I acknowledge I will be unable to receive a building permit if the fee is not paid.

Print Name	Signature	Date

STAFF USE ONLY	
Use Classification and GFA verified by checking zoning use permit or SDP:	
Verified that the separate “Incentives” application is attached, if “yes” is checked in Section IV.	

Exception Review and Approval (if requested)
Exception request paperwork verified and input into Accela (name of staff and date):
<input type="checkbox"/> Exception Approved <input type="checkbox"/> Exception Denied
Reason: