



CITY COMMISSION POLICY MANUAL

Affordable Housing Permitting Policy

Department:
(Department Name)

Date Adopted:
February 24, 1993

Last Revised Date:
February 27, 2008

710.01 AUTHORITY

City Commission action on February 27, 2008.

710.02 PURPOSE

The City Commission of the City of Tallahassee has determined that the provision of affordable housing is a critical need in Tallahassee. To that end, the City Commission has directed that 1) certified housing projects be given expedited status in the land use/growth management process; 2) that staff services also be offered to perform the Natural Features Inventory for small certified affordable housing projects; and 3) that an interdepartmental Affordable Housing Technical Assistance Team be made available to consult, on an informal basis, on project feasibility at the outset of project planning. This policy will implement those incentives that are to be unique to affordable housing projects and is applicable to all land development projects certified as affordable housing projects.

710.03 STATEMENT OF POLICY

1. Expedited Permitting -For Certified Affordable Housing Projects, the Growth Management Department will give expedite the processing of applications for Limited Partition subdivisions, Type A site plans and all certificates, permits and approvals issued by the Department.
2. Environmental Assessments - Upon the payment of the appropriate fee, the receipt of a complete application and a map of the property in question, showing two (2) ft. contours, the Growth Management Department will perform the Natural Features Inventory for small (20 units or less) certified affordable housing projects, as required by Section 5-54 of the Tallahassee Land Development Code.
3. Affordable Housing Technical Assistance Team - An interdepartmental team of City staff will be available to certify a project as affordable and/or to consult on an informal basis with applicants for potential affordable housing projects regarding the feasibility of the project and issues of land use approvals, permitting and utility service. The team will consist of representatives from the following City Departments:
 - Neighborhood and Community Services
 - Growth Management Department
 - Public Works Department (Real Estate and Engineering Divisions)
 - Tallahassee-Leon County Planning Department
 - Water & Sewer Department

There will be no fee for this service. The recommendations of this team will have no formal or legal bearing on the project and its standing through the land use/permitting process.

This service is thought to be particularly of benefit to non-profit project sponsors. This team is intended to provide access to available City expertise in the areas of real estate acquisition, zoning, permitting, infrastructure design, and governmental funding. The Director of Neighborhood and Community Services or his/her designee will Chair the team. A project does not have to have received affordable housing certification to qualify for this service.

710.04 DEFINITIONS:

Certified Affordable Housing Project - A residential land development project that meets the criteria specified in Policy #1104CP and that has been so certified by the Director of the Neighborhood and Community Services Department.

710.05 ADMINISTRATION:

Growth Management Department

710.06 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

710.07 EFFECTIVE DATE:

February 27, 2008

REVISIONS:

May 24, 2000

February 27, 2008