

Parking Reduction for Affordable Housing Development *Application Packet*

In support of affordable housing developments, the City of Ames allows for approval of parking reductions as defined within Section 29.606 (19) of Zoning Ordinance. The reduction is generally available for developments where a minimum of 40% of the units are income-restricted to households with incomes at or below 60% of the Area Median Income (AMI) and with a minimum affordability period of 30 years. The City of Ames Planning and Housing Department is available to assist you in completing your application.

1. **Application Packet.** *Be sure to complete and submit all the required materials that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.*

The “Application Packet” for a *Parking Reduction for Affordable Housing* includes the Application Form (page 4).

2. **Process.** *In accordance with Section 29.406(19), there are two distinct approval processes (administrative or City Council) for the reduction, based on the development type and reduction requested:*

(a) Administrative- Developments where a minimum of 40% of the units are income-restricted to the 60% AMI level or less and includes a 30-year affordability period.

- The Planning and Housing may administratively approve a reduction when the proposed development:
 - Has an affordable housing compliance agreement with a state or federal agency;
 - Includes a satisfactory number or percentage of affordable units and the configuration of units and bedrooms as family housing units; and
 - Has a satisfactory operations plan including the feasibility of maintaining the proposed affordability levels, rent restrictions, period of affordability, and soundness of the household income verification process.
- Review of an application includes a completeness check and review for conformance to City requirements.
- A complete application submittal is typically reviewed within 7 business days to determine conformance to standards. Comments will be provided if additional information is needed. Resubmittals are reviewed within 5 business days. Additional time may be required to complete a legal agreement.
- If the request is approved, an affordable housing agreement between the developer and City of Ames is prepared by the City, binding the property owner, and all successors and assigns, to the terms of the development proposal and setting forth the allowed reduction. The agreement is to be executed and recorded before the

issuance of any building permit. Once approved the use of the property is committed for a minimum of 30 years to affordable housing.

(b) City Council- Developments with greater parking reductions due to transit access within a quarter mile or developments that permanently provide housing for extremely low-income (30% AMI level or less) households.

- The City Council may approve a parking reduction subject to review of the same application materials required for administrative approval.
- When the Planning and Housing Department receives the complete application and documentation, a date for City Council consideration is selected. Typically, the City Council date will be within four weeks of an application being deemed complete.
- An affordable housing agreement between the developer and City of Ames is prepared by the City, binding the property owner, and all successors and assigns, to the terms of the development proposal and setting forth the allowed reduction. The agreement is to be signed by the property owner by the Thursday prior to the City Council meeting. After it is executed by the City Council, and before issuance of any building permit, the agreement is recorded.
- Council Meetings. The City Council generally meets on the second and fourth Tuesdays of the month at 6:00 p.m. in the City Council Chambers.

3. **What must be submitted.**

- One (1) completed and signed Application Form and required attachments. No fee is required.

4. **Where should submittals be made.**

- Submit the completed application packet for a *Parking Reduction for Affordable Housing Development* to the:

Department of Planning and Housing
Room 214, City Hall
515 Clark Avenue
Ames, Iowa 50010

E-mail: planning@cityofames.org

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION,
PLEASE CONTACT THE DEPARTMENT OF PLANNING AND HOUSING.**

Phone: 515-239-5400
FAX: 515-239-5404
E-mail: planning@cityofames.org

Parking Reduction for Affordable Housing Development

Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Type of Reduction Requested:**

- Administratively approved reduction** for developments where a minimum 40% of the units are income-restricted to the 60% AMI level or less and a 30-year affordability period is provided
- City Council approved reduction for extremely low-income households** that permanently provide housing for households at the 30% AMI level or less
- City Council approved reduction for transit access** within a quarter mile and where a minimum of 40% of the units are income-restricted to the 60% AMI level or less and a 30-year affordability period is provided

2. **Affordable Housing Location Address**

3. **Please provide the following information, in accordance with 29.406(19):**

- An affordable housing development proposal** (please attach to this application as a narrative) that includes:
 - Description of development and target population (note: only household living uses are eligible; group living uses such as shelters, supervised living facilities, nursing homes, etc. are not eligible)
 - Affordability period
 - Operations plan including income verification procedure, rent restrictions, etc.
 - Partners and development team members
 - Description of development experience and evidence of past comparable projects including property management experience (number of units managed; years of experience; the number of affordable units managed and the performance record)

- Number of units and income-restricted units, income-restriction levels, and bedroom configurations of units** (please provide in the table below):

	<i>Number of Proposed Units</i>	<i>Number of Proposed Income Restricted Units</i>	<i>Income Restriction Levels</i>
<i>1-bedroom Units</i>			
<i>2-bedroom Units</i>			
<i>3-bedroom Units</i>			

4-bedroom Units			
5-bedroom Units			

- Affordable housing compliance agreement** (please attach) if applicable, with state or federal affordable housing programs the project is approved under (e.g. LIHTC, HOME, etc.)
- If a further reduction for transit access is requested, a **map showing the location of the nearest transit stop and the walking route/distance from the development is required** (please attach).

4. **Property Owner:** _____

Business: _____

Mailing Address:

_____ (Street) (City) (State) (Zip)

Contact: _____ (Telephone) (Email)

5. **Affordable Housing Developer Applicant:** _____

Business: _____

Mailing Address:

_____ (Street) (City) (State) (Zip)

Contact: _____ (Telephone) (Email)

6. **Contact Person:** _____

Business: _____

Mailing Address:

_____ (Street) (City) (State) (Zip)

Contact: _____ (Telephone) (Email)

Obtaining approval of a *Parking Reduction for Affordable Housing Development* does not absolve the applicant from obtaining all other applicable permits, such as Site Plan Approval, Building Permits, IDOT access permits, et cetera.

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Ames and have submitted all the required information.

Signed by: _____ **Date:** _____
Property Owner(s)

Print Name

(Note: No other signature may be substituted for the Property Owner’s Signature.)