

City of Charlottesville Affordable Dwelling Unit Certification Application



Important Instructions: Answer all questions on the application form. Do not leave any questions blank. If the question does not apply to this project, write “none” or “N/A.” If the information is not available at this stage of the project, write “unknown at this time.” If there is not enough space to answer a question, then attach a separate sheet and label as “Attachment ____.”

Project Name or Principal Address: _____

Date submitted: _____

APPLICANT INFORMATION

Applicant name: _____

Principal contact for this project: _____

Mailing address: _____

Phone number: _____ Email: _____

PROPERTY INFORMATION

Property owner name (if different from above): _____

Property owner address: _____

Property owner phone number: _____ Property owner email: _____

Property Address(es): _____

Parcel ID(s): _____

Zoning district(s): _____

PROJECT INFORMATION

- Project type: New construction
 Conversion/addition of residential units
 Reconfiguration of residential units (change in # of bedrooms/bathrooms)

- Primary construction method: Stick
 Stick over podium
 Steel frame
 Other _____

- Affordable dwelling unit compliance*: On site units
 Fee in-lieu
 Exempt (located in residential district or <10 units)

*Any project exercising the option to build 10 or more residential dwelling units must provide affordable dwelling units

Total gross floor area (all uses): _____

Total residential gross floor area: _____

% residential floor area: _____

- Affordable units: Rental Market rate units: Rental
 For sale For sale

Unit composition:

Unit type	Total # of units	Expected market rent or sale price	# of affordable units	Affordability level (% AMI)	Affordable rent or sale price
<i>Ex: 2 bdrm/1 bath</i>	20	\$2,360	2	60%	\$1,416

Unit square footage:

	Market rate units	Affordable units
Studio		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Describe general location of each affordable unit within the development (attach plans including floor plans, specify size and location of affordable units):

If the project construction will be completed in phases, provide a construction schedule for market rate and affordable units:

Fee in-lieu amount, if applicable*:

ADU in-lieu fee _____

Fractional unit in-lieu fee _____

Student housing in-lieu fee _____

* Calculated based on costs in ADU Monitoring and Procedures Manual

Utilities:

Utility	Usage	Tenant-paid	Owner-paid	N/A
Appliance	Range/Microwave			
	Refrigerator			
Bottled Gas	Cooking			
	Home Heating			
	Water Heating			
Electricity	Cooking			
	Cooling (A/C)			
	Home Heating			
	Other Electric			
	Water Heating			
Natural Gas	Cooking			
	Home Heating			
	Water Heating			
Oil	Home Heating			
	Water Heating			
Sewer				
Trash Collection				
Water				

Funding type: Private

Public

Combination of both

If publicly funded, list all sources of governmental assistance, including TIF, LIHTC, bond financing, public grants, etc.

APPLICANT DECLARATIONS

Standards for ADUs	Will comply	Will not comply	Additional Comments
ADUs will reflect the composition of the overall project units in number of bedrooms.			
ADUs will reflect the composition of the overall project units in exterior appearance.			
ADUs will reflect the composition of the overall project units in quality of construction.			
ADUs will include the same interior features as other units in same building.			
ADUs will have appliances that are new and of good quality.			
ADUs will be evenly distributed throughout the project.			
ADUs will be comparable in size to other units with the same number of bedrooms.			
ADUs will have the same access to property amenities and building access points provided to other units.			
ADUs will be built concurrently and proportionally with other units in the project.			

APPLICANT'S SIGNATURES

I certify that I am the owner of the property, that the application is complete and correct to the best of my knowledge, and that if a permit is issued, construction will conform to the Charlottesville Development Code.

Owner's Signature: _____ Date: _____

If applicant is not owner:

I certify that I have the authority of the owner to make this application, that the application is complete and correct to the best of my knowledge, and that if a permit is issued, construction will conform to the Charlottesville Development Code.

Signature: _____ Date: _____

CITY OF CHARLOTTESVILLE APPROVAL (for office use only)

Name: _____ Title: _____

Signature: _____ Date: _____