



City of San Diego  
**Development Services**  
 1222 First Ave., MS-302  
 San Diego, CA 92101  
 (619) 446-5000

# Affordable Housing Requirements Checklist

**FORM DS-530**  
 DECEMBER 2011

Project Name:	PTS Number:
Project Address:	

This checklist is required to be completed for all residential development applications proposing 2 units or more, and requires the applicant to identify how they are satisfying the City's Inclusionary Affordable Housing requirements.

**Section 1 - Inclusionary Affordable Housing Requirements:**

The City of San Diego's Inclusionary Affordable Housing Requirements are contained within [San Diego Municipal Code Section 142.1301](#), and require the payment of an inclusionary affordable housing fee. Applicants may also choose to set aside at least 10 percent of the total dwelling units for households with an income at or below 65 percent Area Median Income (AMI) for rental units, or at or below 100 percent AMI for for-sale units. Please refer to Municipal Code Section 142.1301 and the Housing Commission's Implementation and Monitoring Procedures for more detailed information regarding these requirements.

Please check this box if you have previously processed a discretionary permit implementing the Inclusionary Housing Requirements. Please also indicate the City's project tracking system (PTS) number here: \_\_\_\_\_.

**Section 2 - Methods Available to Satisfy the Inclusionary Affordable Housing Requirements:**

The Inclusionary Affordable Housing Requirements are applicable to all residential development projects of 2 units or more. There are several methods available to satisfy the Inclusionary Affordable Housing Requirements. Please check the method(s) your project will be using to satisfy the Inclusionary Affordable Housing Requirements:

- A. The project will pay the inclusionary affordable house fee pursuant to the Inclusionary Housing Ordinance - Municipal Code Section 142.1310
- B. The project sets aside at least 10 percent of the total dwelling units on-site for households with an income at or below 65 percent AMI for rental units, or at or below 100 percent AMI for for-sale units.
- C. The project is a condominium conversion and sets aside at least 5 percent of the units for households with an income at or below 100 percent AMI; or the project sets aside all the units for households with an income at or below 80 percent AMI.
- D. Previously paid in-lieu fees (attach copy of paid invoice).
- E. The project is exempt from the inclusionary housing ordinance because: \_\_\_\_\_

**Applicant's Certification** - I certify that this information is correct and accurate to the best of my knowledge. I understand that the project will be distributed for review based upon the information provided. If it is determined during project review that the information provided above is inaccurate, the processing of this application may be delayed.

Applicant's Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_