

***Pima County Roadway Development Fee
Instructions
For Affordable Housing Waiver
Pursuant to Ordinance 2003-40***

A household may only receive one Roadway Development Fee Affordable Housing Waiver. The waiver is based upon income limits for affordable housing as determined by the United States Department of Housing and Urban Development and the housing industry. Questions concerning the Affordable Housing Waiver may be directed to Betty Villegas at (520) 243-6744. Questions concerning the Roadway Development Fee may be directed to the Pima County Department of Transportation at 740-6403. Questions concerning the permitting process may be directed to the Development Services Department at 740-6520.

The 2007/2008 Pima County Income Limits for the purposes of the Roadway Development Fee Affordable Housing Waiver are as follows. Please review them before submitting your application. These are the household income limits that will be used to determine eligibility for an affordable housing wavier of the roadway development fee.

2007/2008 Pima County Gross Annual Income Limits

NUMBER OF PERSONS IN FAMILY	MAXIMUM ANNUAL INCOME
1	\$30,800
2	\$35,200
3	\$39,600
4	\$44,000
5	\$47,500
6	\$51,050
7	\$54,550
8	\$58,100

INSTRUCTIONS

- 1) Apply for a building permit with Pima County Development Services Department.
- 2) Complete Affordable Housing Waiver Application.
- 3) Submit application and all required documentation to Community Services Department, Kino Service Center 2797 E. Ajo Way 3rd Floor, Tucson Arizona 85713, (520) -243-6744 fax: 243-6796.
- 4) If approved, an Affordable Housing Waiver certificate will be mailed to the applicant. If denied, a letter will be sent to the applicant with the reasons for denial.
- 5) Affordable Housing Waiver Certificate is to be presented to Development Services Department when the permit is ready to be issued.

NOTE: Affordable Housing Waivers are only applicable to the Roadway Development Impact Fee and not any other permitting fees assessed by other departments.

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**RETURN THE COMPLETED AFFORDABLE HOUSING WAIVER APPLICATION AND ALL
REQUIRED DOCUMENTATION TO:**

Betty Villegas, Housing Program Manager, Pima County Community Services Department, Kino Service Center, 2797 E. Ajo Way 3rd Floor, Tucson Arizona 85713, (520) -243-6744 fax: 243-6796

The following are required to apply for an Affordable Housing Waiver of the Roadway Development Fee:

- 1) An Application for an Affordable Housing Waiver, completed by the current property owner.
- 2) Proof of current ownership in the form of a recorded deed (ex: Warranty, Quit Claim).
- 3) Most recent federal income tax return.
- 4) Proof of household income. Acceptable proof of income is limited to the following:
 - a) Most current check stubs from paychecks representing 80 hours or two weeks of work for all employed household members.
 - b) All other sources of income. For example: pensions, dividend, interest, savings, gifts, trusts, child support, etc.

AND/OR

- c) An award letter from a state or federal agency or bank statement showing source of deposit (i.e., Social Security Administration) with a monthly amount listed.

AND/OR

- d) A notarized original letter from an employer with the hourly wage and hours worked per week listed for employee on business letterhead.

OR

SELF-EMPLOYED PROPERTY OWNER(S) ONLY

- e) A copy of the property owner's most recent federal income tax return with all forms and schedules attached, AND A current year-to-date financial statement showing the name of the business, gross profits, allowable deductions, and net profits, signed by the business owner.
- 5) If property has been recently purchased (within last 6 months), a copy of the HUD 1 Settlement Statement. (Closing Statement document).
 - 6) The notarized signature of ALL the current property owner(s) on the Application for An Affordable Housing Waiver declaring the completeness and truth of the documents submitted.

The completed application will be reviewed by **Betty Villegas, Housing Program Manager, Pima County Community Services Department, Kino Service Center, 2797 E. Ajo Way 3rd Floor, Tucson Arizona 85713, (520)-243-6744** and a determination will be made.

Written notification will be sent to the applicant not more than 10 working days after receipt of all required documentation.

Any misrepresentation or falsification of information submitted by applicant will result in waiver being revoked at which time payment of full impact fee will become due and payable.

If the Affordable Housing Waiver is denied, a Request for Review of Denial of Application for Affordable Housing Waiver may be submitted to the Pima County Community Services Department not more than 10 working days after the date of the denial letter. Only errors of fact will be considered for a review of a denial. A response to a Request for Review will be sent in writing to the applicant no more than 10 working days after the request has been received.