



Affordable Housing Project Certification Form

Use this form to acknowledge that your project is eligible for a 10-day L&I permit review for affordable housing projects pursuant to Section A-302.1.1(3). If eligible, the Department of Planning and Development will use the information provided to certify the application to the Department Licenses and Inspections.

Project Name & Address(es)

Identify the name of the proposed project and all addresses associated with the project.

1

Project Name _____

Associated Addresses:

Application includes a lot subdivision, consolidation, or adjustment?

☐

Yes

☐

No

Number of Units by AMI

List the number of units to be made available at each level of AMI

2

All information from this section must also be included on submitted plans.

- _____ units at _____ % AMI
- _____ units at _____ % AMI
- _____ units at _____ % AMI
- _____ units at _____ % AMI
- _____ units at _____ % AMI
- _____ units at market-rate.

Eligibility

Please indicate which category(ies) qualify the project for expedited permit review under § A-302.1.1(3):

a) LIHTC –Project is financed in part by Low-Income Housing Tax Credits.

b) Mixed Income Housing Bonus – Scope of work must reference use of the MIHB in accordance with § 14-702(7). Affordable housing checkbox must be marked.

c) City Funding— Project received affordable housing funds controlled by the City of Philadelphia.

A project cannot be certified as an Affordable Housing Project under Section A-302.1.1(3) if it does not meet at least one of the three criteria above. Submitting an ineligible project may cause delays in permit review.

3

(a) Low-Income Housing Tax Credit (LIHTC)

Amount Anticipated (\$) _____

Amount Awarded (\$) _____

(b) Mixed-Income Housing Bonus (MIHB)

☐

Moderate Income

☐

Low Income

(c) City Funding

Funding Source (e.g. PHDC, etc.)	Amount (\$)

Applicant

Identify the applicant on the permit application.

4

Name _____ Company _____

Address _____ Email _____

Developer

Identify the developer(s) on the permit application.

5

Name _____ Company _____

Address _____ Email _____

Acknowledgement Statement & Signatures

The above-referenced permit application is eligible for a 10-business-day accelerated permit review timeline due to the qualifying factors indicated above, in accordance with § A-302.1.1(3) of the Philadelphia Code. Affordable housing will be provided in a manner consistent with the Philadelphia Code and City-issued regulations and code bulletins.

I hereby acknowledge and understand the requirements of § A-302.1.1(3) of the Philadelphia Code. I certify I have read the "Affordable Housing Project Permit Acceleration Summary" attached to this form. I further certify that I am authorized by the owner to make the foregoing acknowledgment. I understand that if I knowingly make any false statement herein, I am subject to such penalties as may be prescribed by law or ordinance.

Applicant's Signature: _____

Date: _____

Affordable Housing Project Permit Acceleration Summary

Applicants must read this summary before signing the Applicant Acknowledgement Form.

Disclaimer

All applications are subject to the full requirements of Section A-302.1.1(3) of the Philadelphia Code. If this summary conflicts with adopted regulation or code, the code prevails.

Eligibility for Expedited Review

Projects may be eligible for accelerated 10-business-day review by the Department of Licenses and inspections (L&I) if they meet one of the following categories:

1. Mixed Income Housing Bonus Projects

- Must be using the Mixed Income Housing Bonus under §14-702(7).
- Must check
- Trade permits (e.g. plumbing, mechanical) only qualify if submitted *with* the building permit.
- Applications submitted after the Certificate of Occupancy (CO) is issued (e.g. alterations) are not eligible.

2. LIHTC-Financed Projects

- Must be financed through the Low-Income Housing Tax Credit (LIHTC) program.
- Zoning and building permit applications must reference LIHTC financing
- Trade permits (e.g. plumbing, mechanical) only qualify if submitted *with* the building permit.
- Applications submitted after the Certificate of Occupancy (CO) is issued (e.g. alterations) are not eligible.

3. City-Funded Affordable Housing Projects

- Must have received affordable housing funds controlled by the City of Philadelphia.
 - Applications must reference city funds received
 - Trade permits (e.g. plumbing, mechanical) only qualify if submitted *with* the building permit.
 - Applications submitted after the Certificate of Occupancy (CO) is issued (e.g. alterations) are not eligible.
-

Penalties and Limitations

- Expedited review is capacity-dependent and is not guaranteed.
 - Only permits filed *before* residential occupancy are eligible.
 - All supporting documentation must be submitted at the time of the permit application.
-