



## Affordable Housing Project Certification Form

Use this form to acknowledge that your project is an affordable housing project eligible for an expedited L&I permit review, an exemption from the Development Impact Tax (DIT) under §19-4401(3)(d), or both. The Department of Planning and Development will use the information provided to confirm whether the project satisfies the criteria.

**Applications without required supporting documentation will be considered incomplete.**

<b>Project Name &amp; Address(es)</b> Identify the name of the proposed project and all addresses associated with the project.	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Project Name _____</p> <p>Associated Addresses:</p> <p>_____</p> <p>_____</p> <p>_____</p> </div> <div style="width: 35%;"> <p>Application includes a lot subdivision, consolidation, or adjustment.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> </div>
<b>Number of Units by AMI</b> List the number of units to be made available at each level of AMI.	<p>Please list the affordability of all residential units located within the project. All information from this section must be included on submitted plans.</p> <ul style="list-style-type: none"> <li>• _____ units at _____ % AMI</li> <li>• _____ units at _____ % AMI</li> <li>• _____ units at _____ % AMI</li> <li>• _____ units at _____ % AMI</li> <li>• _____ units at market-rate.</li> </ul>
<b>L&amp;I Expedited Permit Review Eligibility</b> If applicable, indicate which category(ies) qualify the project for expedited permit review.	<p>The project includes the development of one or more residential units that requires obtaining a Zoning Permit and includes any of the following (check all that apply):</p> <div style="margin-left: 20px;"> <input type="checkbox"/> <b>3a) Public Financing</b>          The Project is subject to the terms of a City, state, or federal financing program that requires affordable housing be constructed or preserved pursuant to a restrictive covenant or regulatory agreement, including but not limited to LIHTC, HOME, PHARE, HTF, and NPI. <i>Application must include written confirmation of subsidy and requirements for affordable housing tied to that subsidy from the City, state, or federal financing agency.</i> </div> <div style="margin-left: 20px;"> <input type="checkbox"/> <b>3b) Surplus City Property</b>          The Project meets the requirements for redevelopment of surplus City property disposed by the Philadelphia Land Bank or Philadelphia Redevelopment Authority as affordable housing pursuant to subsection 16-404(2)(d)(.1)(.e). <i>Application must include supporting documentation from a public land holding agency.</i> </div> <div style="margin-left: 20px;"> <input type="checkbox"/> <b>3c) Zoning Overlay Requirement</b>          The Project is subject to the requirements of the /MIN Mixed Income Neighborhoods Overlay District (§14-533) or the Affordable Housing Preservation Overlay (§14-534(3)). <i>Affordability requirement must be referenced in the permit scope of work.</i> </div> <div style="margin-left: 20px;"> <input type="checkbox"/> <b>3d) Mixed Income Housing Bonus</b>          Project is subject to the requirements of the Mixed-Income Housing Bonus (MIHB) under §14-702(7). <i>Affordability requirement must be referenced in the permit scope of work.</i> </div>

**Development  
Impact Tax  
(DIT)**

**Exemption**

If applicable,  
indicate if the  
project  
qualifies for a  
DIT  
exemption  
under §19-  
4401(3)(d).

4

The project involves obtaining a building permit for the construction or improvement of one or more residential units and includes any of the below. For the purposes of this Section, the term City shall include the City and any City or Commonwealth land-holding or housing-financing agency.



**4a) Publicly Financed Rental Housing**

Improvements are made in connection with a rental-housing project funded in whole or part by a loan or grant from the City and bound by either a restrictive covenant or a regulatory agreement with the City for a period of 50 years or more that requires all units satisfy the standards for Moderate Income rental housing set forth in Section 14- 702(7) of the Code. *Application must include written confirmation of subsidy and requirements for affordable housing tied to that subsidy from the City, state, or federal financing agency.*



**4b) Surplus City Property for Owner-Occupied Housing**

Improvements are made in connection with a project that involves improvements on land provided by the City at a below market price and that will be bound by either a restrictive covenant or a regulatory agreement with the City that requires each owner-occupied unit be sold to a household earnings up to one hundred percent (100%) of the Area Median Income, adjusted for household size, as reported by HUD for the Philadelphia Metropolitan Statistical Area. *Application must include supporting documentation from a public land holding agency.*

**Applicant**

Identify the  
applicant on  
the permit  
application.

5

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Property  
Owner**

Identify the  
developer(s)  
on the permit  
application.

6

Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Acknowledgement Statement & Signatures**

*The above-referenced permit application satisfies the criteria to be considered as an affordable housing project due to the qualifying factors indicated above. Affordable housing will be provided in a manner consistent with the Philadelphia Code and City-issued regulations and code bulletins.*

*I certify I have read the “Affordable Housing Permit Review Timelines 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:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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# Affordable Housing Permit Review Timelines Summary

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

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## Disclaimer

All applications are subject to the full requirements of the Philadelphia Code. If this summary conflicts with any adopted regulation, ordinance, or code, the code prevails.

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## Qualifying Affordable Housing Projects for Expedition

To be certified as an Affordable Project eligible for expedited permit review, a development must **require a Zoning Permit** and meet **at least one** of the following criteria:

1. Mixed Income Housing Bonus Projects
  - Must be using the Mixed Income Housing Bonus under Philadelphia Code §14-702(7).
  - Must comply with all MIHB program requirements.
  - Zoning and building permit applications must explicitly reference the bonus in the scope of work.
2. Zoning Overlay Requirement
  - Project is subject to the requirements of the /MIN Mixed Income Neighborhoods Overlay District (§14-533) or the Affordable Housing Preservation Overlay (§14-534(3)).
  - Requirements may vary by overlay; subject to DPD confirmation.
  - Zoning and building permit applications must explicitly reference the overlay requirements in the scope of work.
3. Public Financing
  - Project is subject to the terms of a City, state, or federal financing program that requires affordable housing be constructed or preserved pursuant to a restrictive covenant or regulatory agreement, including but not limited to LIHTC, HOME, PHARE, HTF, and NPI.
  - Application must include written confirmation from a government financing agency.
4. Surplus City Property
  - Project meets the requirements for redevelopment of surplus City property disposed by the Philadelphia Land Bank or Philadelphia Redevelopment Authority as affordable housing.
  - Application must include written confirmation from the landholding agency.

## Limitations and Compliance

- Trade permits must be submitted **together with the building permit** to qualify. Separate or post-occupancy trade permits (e.g. interior alterations) **may not qualify** for expedited review.
  - Permit acceleration applies to the **timing of review only** and **does not guarantee approval**. All applications must comply with applicable zoning and building codes.
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## Development Impact Tax (DIT) Exemption for Affordable Housing

Certain affordable housing developments are **exempt from the Development impact Tax (DIT)** under Section 19-4401(3)(d) of the Philadelphia Code. To qualify, the project must meet one of the following:

1. Rental Housing Projects
  - Project is funded in whole or in part by a **City or state agency** and bound by a **regulatory agreement for 50 years or greater** requiring **all units** meet *Moderate Income rental housing* standards under §14-702(7).
2. Owner-Occupied Housing Projects
  - Project is built on **City-disposed land at below market price** and bound by a **regulatory agreement** requiring sale to households **at or below 100% AMI**

Applicants must provide written confirmation from the applicable City agency affirming that the project meets the criteria.

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## Documentation Required for Certification

Applications without required supporting documentation will be considered incomplete, potentially resulting in delays. When applying for permits, the applicant must clearly document in the application's scope of work which of the above qualifying criteria the project satisfies and provide any required documentation. Examples of acceptable documentation include:

- **City Planning Confirmation:** A Mixed Income Housing Acknowledgement Form certified by the Planning Commission.
- **Government Funding Confirmation:** For projects qualifying via an affordable housing financing program, a letter from the relevant government funding agency (City, state, or federal) must confirm that the project is subject to qualifying affordable housing requirements. The number of units and level of affordability must be indicated.
- **Land Disposition Confirmation:** For projects on City-disposed land, a letter from the Philadelphia Land Bank or Redevelopment Authority must confirm that the property was conveyed with an affordable housing development requirement. The number of units and level of affordability must be indicated.