



AFFORDABLE HOUSING PLAN SUPPLEMENTAL APPLICATION



GENERAL INFORMATION

WHAT IS AN AFFORDABLE HOUSING PLAN?

The City of Santa Barbara actively promotes the creation of affordable housing by requiring some housing projects to record an agreement that some or all of the housing units will remain affordable to a particular income group (for example, "Low-Income" or "Moderate-Income") for a specified number of years. An Affordable Housing Plan is the means by which City Housing Programs staff confirms an affordable housing project will meet all the City's affordable housing program requirements.

This supplemental application provides a checklist of submittal requirements for an Affordable Housing Plan to be included with a full Building Permit (BLD) Application after a project has received planning entitlements. Detailed descriptions for determining affordability requirements are found in the City's [Affordable Housing Policies and Procedures](#) as adopted by the Santa Barbara City Council.

WHEN IS AN AFFORDABLE HOUSING PLAN REQUIRED?

An Affordable Housing Plan is required whenever "deed-restricted" affordable housing units are proposed or required. Deed restrictions, also known as covenants or recorded agreements, place conditions on the deed to a property that run with the land, and as a result bind current and future property owners. The most common types of projects that will need an affordability covenant are the following:

- **Ownership Inclusionary Units:** 15% of the total new ownership units must be sold at prices affordable to Middle- or Upper-Middle-Income households when developing 10 or more units. Projects of 2 through 9 units are required to build one affordable unit or pay an in-lieu fee.

- **Rental Inclusionary Units:** 10% of the total units proposed under the City’s Average Unit-size Density (AUD) Program must be rented at Moderate-Income level when developing 10 or more units. Projects of 5 through 9 units are required to build one affordable unit or pay an in-lieu fee.
- **State Density Bonus:** State density bonus law requires that, for housing developments of 5 or more units, the City must provide a density bonus (and other benefits) if a developer proposes to provide a specified percentage of the units as affordable according to [CA Govt Code § 65915 \(2022\)](#).
- **City Density Bonus:** Projects that do not qualify under the state’s program may receive a density bonus through the City’s Zoning Modification process. In exchange, some or all of the units on the site are subject to rent restrictions or resale controls, which provide for continued long-term affordability to Low-Income renters, and to buyers who are Moderate, Middle- or Upper-Middle-Income.

HOW DOES THE PROCESS WORK?

Unless the affordable housing project is proposed under a streamlined ministerial review process (e.g., Senate Bill 35, CA Gov’t Code §65913.4), projects with affordable housing going through the same development process as other housing projects—but will receive priority placement on discretionary meeting agendas. For more information on the City’s development review process see the [Planning Application Guide](#).

WHAT IS AN AFFORDABLE MARKETING PLAN?

An Affordable Marketing Plan describes the methods used to advertise the availability of affordable housing units. Developers/owners must prepare and submit an Affordable Marketing Plan as well as pay for costs associated with these requirements. During building permit review, an Affordable Marketing Plan with all the information with all the information listed in this Supplemental Application must be submitted for review and approval by Housing Programs staff. See the City’s [Sample Affordable Housing Plan](#) for guidance.

WHAT IS A TENANT SELECTION PLAN?

A Tenant Selection Plan describes the process for reviewing applications including determining income eligibility, screening procedures, and possible reasons for denial. During building permit review, a Tenant Selection Plan with all the information listed in this Supplemental Application must be submitted for review and approval by Housing Programs staff. See the City’s [Sample Affordable Housing Plan](#) for guidance.

Please note: A Tenant Selection Plan is **not** required for affordable *ownership* units, as City staff administers a public lottery to establish a list of potential buyers for newly constructed affordable ownership units.

INSTRUCTIONS

After your project has received its planning entitlements, submit all the completed forms and submittal information described in this Supplemental Application along with a complete [Building Permit \(BLD\) Application](#). All forms must be completed, signed, and submitted as a PDF attachment to your electronic submittal. Building permit applications, including all supporting plans and documents, are accepted online via our [Accela Citizen Access Portal \(ACA\)](#).

AFFORDABLE HOUSING PROCESS & TIMELINE

PHASE 1:

Submit a Planning Application

Applicants must submit a Planning (PLN) Application to begin the planning process and to schedule a development project for review.

PHASE 2:

Staff Evaluates Application

The City has 30 days to determine that a development application is complete. Projects must contain all of the information listed in the PLN Application document as well as any applicable Supplemental Applications.

PHASE 3:

Design Review Hearings

Projects typically require multiple design review hearings starting with concept review, which allows early input from the reviewing bodies. Projects must receive both project design and final approval before building permits.

PHASE 4:

Land Use Entitlements

If a land use entitlement is required, the decision-maker will approve or deny the project at a public hearing.

PHASE 5:

Apply for a Building Permit

Following all planning approvals, applicants must submit a Building Permit (BLD) Application, including all the information specified in this Supplemental Application, to start the affordability covenant process.

PHASE 6:

Submit Affordable Housing Plan

Prepare and submit a draft Affordable Housing Plan that includes the Affordable Marketing Plan and Tenant Selection Plan (*Rental Units Only*) with your BLD Application.

City Executes and Records an Agreement

Prior to building permit issuance, the owner must execute and record an agreement that describes the affordability restrictions for the project.

PHASE 7:

Permit Issued – Begin Construction

Once the City has determined that the plans and submittal materials satisfy all code requirements, the City will issue a building permit. The final Affordable Marketing Plan and Tenant Selection Plan must be approved before Final Occupancy.

PHASE 8:

City Administers a Public Lottery

Ownership Units Only: The City administers a public lottery in order to establish a sequential list of potential buyers for newly constructed affordable ownership units.

PHASE 9:

Annual Reporting & Monitoring

Owners of affordable units are required to file reports with the City annually and upon each change in occupancy. These reports will contain information and documents required to ensure compliance with the affordability conditions.



SUBMITTAL INFORMATION

AFFORDABLE MARKETING PLAN

An Affordable Marketing Plan informs the public, potential tenants, and buyers (if applicable) about available deed-restricted affordable housing units and must include the following information:

Advertising Methods

Describe the proposed methods of providing the public with information about the affordable units and the tenant selection process, such as:

- Advertisements/articles in local newspapers
- Notifications sent to local housing authorities (for rental projects)
- Notifications sent to individuals on the City's Interest List (for ownership projects)
- Information available at city buildings, community centers, or similar public locations
- Information available through web pages
- Information available through social media
- Project site signage
- Targeted outreach for specific or marginalized populations that reflects the diversity in the community; such as flyers in multiple languages or using ethnic media outlets
- Other community outreach methods

Record Keeping and Schedule

Indicate when the advertising will occur, and for how long the developer/owner will maintain copies of advertisements, flyers, and letters.

TENANT SELECTION PLAN

***Affordable Rental Units Only:** A Tenant Selection Plan is not required for affordable ownership units. The Tenant Selection Plan establishes a set of policies regarding tenant selection and must include the following:*

Nondiscrimination Statement

As stipulated by Federal, State and local laws, the Tenant Selection Plan must state how candidates will be selected regardless of race, color, national origin, disability, sex (including gender identify and sexual orientation) and other protected characteristics.

Eligible Candidates

Include the income limit and rental price for the affordable units as determined by Housing Programs staff. These figures are based on the current Area Median Income (AMI) for Santa Barbara County and are adjusted annually by the City to reflect the different unit and family sizes.

- Application Procedures**
Indicate how candidates will apply for an Initial Rental Application.
- Priority Preferences**
Indicate any preferences or occupancy standards for the project (e.g., local employees, etc.). Describe how priority will be given and verification methods. **Please note:** For affordable ownership projects without City or other public financing, a preference must be given to applicants who live or work in the South Coast area of Santa Barbara County.
- Lottery Process**
Describe how and when a publicly noticed lottery will be held and who will be responsible for screening and notifying candidates.
- Possible Reasons for Denial**
List any parameters which are possible reasons for a candidate’s exclusion from the project (e.g., income does not meet the eligibility requirements, etc.).
- Violence Against Women Act (VAWA) Protections**
Include applicable Notice of Occupancy Rights under the Violence Against Women Act (VAWA). Go to www.hud.gov/VAWA for more information.
- Rejection Letters and Grievance Procedure**
Describe how candidates will be notified when not accepted and how they may file a grievance.
- Waitlist**
Indicate the affordable unit waitlist procedures.
- Annual Income Re-Certification**
Notify residents of affordable rental units that they must cooperate with an income re-certification on an annual basis.
- Copy of Initial Rental Application Form**
Provide an attachment of the Initial Rental Application form that will be used to determine eligibility for the affordable units.

PLANS

Plans are required for all applications.

- Reduced Project Plans**
A reduced floor or site plan (maximum 11” x 17”) depicting the location of the affordable units and the market-rate units must be included as part of the Affordable Housing Plan.

1 PROJECT CHARACTERISTICS FORM

DESIGN STANDARDS & PHASING PLAN

Check the boxes below to show that the deed-restricted affordable units will comply with minimum design standards and phasing requirements. Describe any variations or specific construction phasing plans in the box below.

- Affordable units are dispersed evenly and are comparable in quality to the market-rate units
- The average number of bedrooms is equal to or exceed the average bedrooms in the market-rate units
- 1- and 2-bedroom units have min. 1.5 bathrooms, and 3-bedroom units have min. 2 bathrooms
- Affordable units will be constructed and occupied concurrently with, or prior to, the market-rate units

UNIT INFORMATION

Include specific information concerning the characteristics of all (existing + new) market rate and affordable units. Unit numbers must match submitted floor plans. Attach a separate sheet if necessary.

Unit No.	Square Feet of Unit	Number of Bedrooms	Number of Bathrooms	Location of Unit	Attached or Detached	Affordability Level	Market Rate	Affordable Unit
1.							<input type="checkbox"/>	
2.								
3.								
4.								
5.								
6.							<input type="checkbox"/>	
7.							<input type="checkbox"/>	
8.							<input type="checkbox"/>	
9.							<input type="checkbox"/>	
10.							<input type="checkbox"/>	
11.							<input type="checkbox"/>	
12.							<input type="checkbox"/>	
13.							<input type="checkbox"/>	<input type="checkbox"/>
14.							<input type="checkbox"/>	<input type="checkbox"/>
15.							<input type="checkbox"/>	<input type="checkbox"/>

2 COVENANT REQUEST FORM

AFFORDABLE HOUSING TYPE

<input type="checkbox"/> Rental Units	<input type="checkbox"/> Inclusionary Housing Program
<input type="checkbox"/> Ownership Units	<input type="checkbox"/> Density Bonus Program: <input type="checkbox"/> State <input type="checkbox"/> City <input type="checkbox"/> Both
	<input type="checkbox"/> Other: _____

RECORD & PROPERTY INFORMATION

Today's Date:	BLD RECORD # (if known):
Project Address:	APN:

APPLICANT INFORMATION

CONTACT PERSON *(Name of person to contact about the Covenant)*

Name:	Company:
Address:	ZIP:
Email:	Phone:

AUTHORIZED SIGNER *(Submit a copy of the by-laws or similar showing names of authorized signers)* N/A

Name:	Title:
Email:	Phone:

OWNER'S NAMES *(List ALL property owner's names as they appear on Title)*

Name:	Name:
Name:	Name:

AFFORDABLE UNIT INFORMATION

Total Number of Units (Existing + New):	Total Square Feet of All Units:	sq. ft.
Total Number of Density Bonus Units:	Minimum Percentage of Density Bonus Units:	%
Affordability Category of Restricted Units (Very Low, Low, etc.):		
Total Number of Inclusionary Units:	Minimum Percentage of Inclusionary Units (round up 0.5):	%
Fractional Amount (less than 0.5):		
Total In-Lieu Fee Required (\$25/ sq. ft.): \$		

** In-Lieu fee for fractional units = Fractional Amount / Total Inclusionary Units X \$25 Per Total Square Feet of All Units*

Signature: _____ **Date:** _____

COVENANT FILING INSTRUCTIONS:

- New Applications.** With the initial building permit submittal, the applicant will complete and submit via Accela the completed and signed Covenant Request Form. Expect to receive the draft Covenant document in four to six weeks after submitting this form.
- Receiving the Document.** After you submit the Covenant Request Form, staff will prepare a draft of the Covenant document for the owner to review. Staff will email it to the contact person listed above. Once the document is in final form, please print it single-sided, sign, and notarize the document.
- Return the Executed Document.** Drop off the hard copy to 630 Garden Street or mail the original hard copy of the executed Covenant to the Housing Division via USPS to the following address:

Community Development Department
 Attn: Housing Division
 P.O. Box 1990
 Santa Barbara, CA 93102-1990

Once the document is received, staff will acquire the remaining signatures and record the final document at the County recording office. City staff will email you a copy of the final Covenant. **Please note: The building permit cannot be issued until the final Covenant is recorded.**

- Avoid common notary certificate mistakes.** Minor errors on a notary certificate can lead to major headaches later—including rejection of the documents by the County recording office. Do not scan, fax, photograph, or otherwise alter, add, or amend any portion of the document. The original hardcopy with WET signatures must be provided back to the city. Be sure to include The [California All Purpose Acknowledgment Form](#) for the owner signature. The names on the acknowledgment page must match EXACTLY how the names appear on the Covenant or it will be **rejected** by the County recording office.

Covenant Form

The screenshot shows the 'APPROVED AS TO FORM' section of the Covenant Form. It includes a signature line for the City Attorney, Ariel Calvo, and a signature line for the property owners, Ellen Bowman Kozicka and Alexander Myers Franks. The names are handwritten in blue ink.

**Your name
 should
 match
 exactly!**

Notary Form

The screenshot shows a 'CALIFORNIA ACKNOWLEDGMENT' notary form. It includes fields for the County (Santa Barbara), the Notary Public (Alexander T. Williams), and the signers (ALEXANDER MYERS FRANKS and ELLEN BOWMAN KOZICKA). The form also has a section for 'Description of Attached Document' and 'Capacity(ies) Claimed by Signer(s)'.