



Low-Income Housing Checklist: Instructions

The City of Seattle has a streamlined process for permitting publicly funded low-income housing. Seattle Department of Construction and Inspections (SDCI) prioritizes developments that meet “low-income housing” criteria to expedite the permit reviews for those projects.

To receive priority permitting status for low-income housing, the following criteria must be met:

- Proposed development includes development or rehabilitation of residential structure(s) to provide **low-income housing**.
- An application for **public funding** for the **capital costs of development or rehabilitation of the structure(s)** has been or will be submitted.
- A written notice of public funding award, including terms, is received prior to issuance of the building permit, which for development projects shall be the first building permit that includes the structural frame for each structure, and such funding is conditioned on one or more **regulatory agreements, covenants, or other legal instruments**, recorded on the title of the property and enforceable by The City of Seattle, King County, State of Washington, Washington State Housing Finance Commission, or other public agency, if approved by the Director of Housing, that ensure **at least 50 percent of total dwelling units shall be low-income units for a minimum period of at least 50 years**, affordable to and reserved solely for income-eligible households as follows:
 - **For rental units**, monthly housing costs (i.e., rent, basic utilities, mandatory fees) for each low-income unit shall not exceed 30 percent of **60 percent of median income**; or
 - **For ownership units**, the initial sale price for each low-income unit shall be affordable to households with annual incomes no higher than **80 percent of median income** and resale prices must allow modest growth in homeowner equity while maintaining long-term affordability for subsequent eligible homebuyers, all as determined by the Director of Housing, consistent with Council-adopted Housing Funding Policies if funded by the Office of Housing or subsections 23.58C.050.C.7.a and 23.58C.050.C.7.b if not funded by the Office of Housing.

Next steps:

1. To get your project flagged as having Priority 2 permitting status, email a completed checklist (i.e., pages that follow these Instructions) to [Laura Hewitt Walker](#) at the Office of Housing as soon as SDCI assigns a MUP or building permit number.
2. As soon as you have a public funding award letter *and* term sheet for your project, update your checklist and *email it with .pdfs of those documents* to the Office of Housing and the assigned SDCI zoning reviewer.
3. Prior to building permit issuance, embed a final checklist, approved/signed by both SDCI and OH, in the Plan Set for the project. Failure to provide documentation of a public funding award consistent with the “low-income housing” requirements outlined above will delay building permit issuance for your project.

Low-Income Housing Checklist

Date: _____

Permit numbers: _____

Project name: _____

Project address: _____

Legal name of property owner: _____

Sponsor/Developer: _____

Who should City staff contact if they have questions? Name: _____

Phone: _____ Email: _____

Tenure of proposed project: ☐ Renter-occupied ☐ Owner-occupied

The project will meet the definition of permanent supportive housing ([SMC 23.84A.030](#))

Yes ☐ No ☐

The property on which the project is being developed is owned or controlled by religious organization ([SMC 23.42.055](#))

Yes ☐ No ☐

Project description:

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Total number of units in project by affordability limit (i.e., percentage of area median income)

Affordability	# Units
<= 30% of AMI units	
<= 40% of AMI units	
<= 50% of AMI units	
<= 60% of AMI units	
<= 70% of AMI units	
<= 80% of AMI units	
Unrestricted units	
TOTAL UNITS	

Status of public funding for the project

- ☐ Intend to apply for public funding for capital costs of construction.

Identify the public funder(s) and their application deadline(s):

- ☐ Application for public funding for capital costs of construction has been submitted and decision is pending. Identify the public funder(s) and their anticipated decision date(s):
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- ☐ Public funding has been awarded. For OH and SDCI to finalize this checklist you **must also provide .pdfs of the signed public funding award letter(s) and term sheet(s)**. The public funding must be permanent funding for capital construction costs, not land acquisition. If you have not yet secured permanent public funding, complete one of the status sections above instead.

Identify the public funder(s): _____

Date(s) of public funding award notice(s): _____

Status of regulatory agreement that satisfies the "low-income housing" criteria:

- ☐ Regulatory agreement will be executed and recorded at the financial closing

Anticipated financial closing timeline: _____

Grantee (e.g., City of Seattle; Washington State Department of Commerce):

Minimum term (# of years): _____

Project information, including # of housing units by AMI limit, matches the terms of the pending agreement and Plan Set: Yes ☐ No ☐

- ☐ Regulatory agreement has been executed and recorded

14-digit recording number: _____

Grantee (e.g., City of Seattle; Washington State Department of Commerce):

Minimum term (# of years): _____

Project information, including # of housing units by AMI limit, matches the terms of the executed/recorded agreement and Plan Set: ☐ Yes ☐ No

Comments (optional):

[City Staff determination on following page]

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Permit record #s: _____

- ☐ PRELIMINARY low-income housing checklist (*temporary pending Final checklist*)
- ☐ FINAL low-income housing checklist to embed in Plan Set (*must be done prior to Building Permit issuance*)

Office of Housing staff reviewer: _____

Date of review: _____

SDCI staff reviewer: _____

Date of review: _____