Workforce Housing Development Application Checklist
(Sketch/Preliminary Plan)

The Workforce Housing Checklist shall be completed and submitted, including two sets of the required documents/information, with the initial Sketch Plan or Preliminary Plan application. The documents/information shall be included in the OPZ/Planning review package.

___ Signed Workforce Housing Notification from ACDS
___ Draft Workforce Housing Development Agreement
___ Draft Declaration of Covenants, Conditions and Restrictions (Rental), as applicable
___ Draft Declaration of Covenants, Conditions and Restrictions (Homeownership), as applicable
___ A site plan to include:
   a. Number of and type of workforce housing dwelling units (min 40% homeownership/min. 60% rental)
   b. Proposed density
   c. Coverage of structures and parking (max. 65% of gross area)
   d. Setbacks
   e. Road classification providing access to the development (collector or higher)
   f. Number of bedrooms for each workforce housing rental dwelling unit (duplex, semi-detached, single family detached and townhouses must have two or more bedrooms)
   g. Location within the development of each workforce housing dwelling unit
___ Draft architectural plans to include:
   a. Height of the structure(s)
   b. The area of each workforce housing dwelling unit
___ Concept Landscape Plan demonstrating comparable quality of proposed improvements
___ Identification of workforce housing units on the plans