

## **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