

***Pima County Roadway Development Fee
Instructions
For Affordable Housing Waiver
Pursuant to Ordinance 2003-40***

A household may only receive one Roadway Development Fee Affordable Housing Waiver. The waiver is based upon income limits for affordable housing as determined by the United States Department of Housing and Urban Development and the housing industry. Questions concerning the Affordable Housing Waiver may be directed to Betty Villegas at (520) 243-6744. Questions concerning the Roadway Development Fee may be directed to the Pima County Department of Transportation at 740-6867. Questions concerning the permitting process may be directed to the Development Services Department at 740-6520.

The 2003/2004 Pima County Income Limits for the purposes of the Roadway Development Fee Affordable Housing Waiver are as follows. Please review them before submitting your application. These are the household income limits that will be used to determine eligibility for an affordable housing waiver of the roadway development fee.

2004/2005 Pima County Gross Annual Income Limits

NUMBER OF PERSONS IN FAMILY	MAXIMUM ANNUAL INCOME
1	\$28,200
2	\$32,250
3	\$36,300
4	\$40,300
5	\$43,550
6	\$46,750
7	\$50,000
8	\$53,200

INSTRUCTIONS

Title 19.03.04 (B) of the Pima County Code provides that the development fee will be assessed and paid at the time the building permit is issued. To allow property owners to proceed through the permitting process while the Affordable Housing Waiver is being processed, an Installment Payment Authorization may be requested only after a complete and income-eligible Application for Affordable Housing Waiver has been received by the Housing Program Manager of the Pima County Community Services Department. If the Affordable Housing Waiver is not approved, the remaining balance of the impact fee will be due within 4 months. Installment Payment Authorizations are obtained at the Department of Transportation, 201 N. Stone Avenue, 5th floor, Tucson, Arizona.

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**RETURN THE COMPLETED AFFORDABLE HOUSING WAIVER APPLICATION AND ALL
REQUIRED DOCUMENTATION TO:**

**Betty Villegas, Housing Program Manager, Pima County Community Services Department, Kino
Service Center, 2797 E. Ajo Way #311, Tucson Arizona 85713, (520) -243-6744 fax: 243-6796**

The following are required to apply for an Affordable Housing Waiver of the Roadway Development
Fee:

- 1) An Application for an Affordable Housing Waiver, completed by the current property owner.
- 2) Proof of current ownership in the form of a recorded deed.
- 3) Proof of household income. Acceptable proof of income is limited to the following:
 - a) Check stubs from paychecks representing 80 hours of work within the previous 3 months for each employed household member.
 - OR
 - b) An award letter from a state or federal agency (i.e., Social Security Administration) with a monthly award amount listed for each applicable household member.
 - OR
 - c) A notarized original letter from an employer with the hourly wage listed for each employed household member.
 - OR
- SELF-EMPLOYED PROPERTY OWNER(S) ONLY
- d) A copy of the property owner's most recent federal income tax return with all forms and schedules attached, AND e) A current year-to-date financial statement showing the name of the business, gross profits, allowable deductions, and net profits, signed by the business owner.
- 4) A copy of the HUD 1 Settlement Statement. (Closing settlement document)
- 5) The notarized signature of the current property owner(s) on the Application for An Affordable Housing Waiver declaring the completeness and truth of the documents submitted.

The completed application will be reviewed by **Betty Villegas, Housing Program Manager, Pima County Community Services Department, Kino Service Center, 2797 E. Ajo Way #311, Tucson Arizona 85713, (520)-243-6744** and a determination will be made. Written notification will be sent to the applicant not more than 10 working days after receipt.

If the Affordable Housing Waiver is denied, a Request for Review of Denial of Application for Affordable Housing Waiver may be submitted to the Pima County Community Services Department not more than 10 working days after the date of the denial letter. Only errors of fact will be considered for a review of a denial. A response to a Request for Review will be sent in writing to the applicant no more than 10 working days after the request has been received.