



AFFORDABLE HOUSING PROGRAM REQUEST OF GREATER THAN 30% DENSITY BONUS PRE-APPLICATION

Palm Beach County Planning Division
2300 North Jog Road, WPB, FL 33411, (561) 233-5300

PRE-APPLICATION INFORMATION

THE AFFORDABLE HOUSING PROGRAM (AHP)

The AHP is a **voluntary** program and only applies to residential development in unincorporated Palm Beach County. A proposed project must have a minimum of ten (10) permitted units by right (includes no bonus units) to be eligible for consideration. An AHP applicant elects to provide at a minimum 65% of the total number of dwelling units targeted to households at incomes of 60% of Area Median Income (AMI) and below. In any proposal a maximum of 20% of all units will target incomes of 30% and below AMI. AHP units shall not be subject to restrictions beyond income qualifications except those restrictions imposed by a governmental agency providing affordable housing financing.

NOTE: Consideration will be given to developments requesting income percentage targets that are different from those indicated above if based on programmatic requirements imposed by a governmental agency providing affordable housing funding or another affordable housing entity with different programmatic requirements. Please attach verification of the funding and the programmatic household income requirements as an attachment(s) to this pre-application form.

PRE-APPLICATION INSTRUCTIONS

Each applicant is responsible for preparing his or her own AHP Pre-Application in conformance with these instructions.

When an AHP Pre-Application is Required:

A pre-application is required when the requested AHP density bonus is greater than 30%. An applicant requesting an AHP density bonus of 30% or less is not required to submit a pre-application.

NOTE: AHP density bonus does not include Transfer of Development Rights (TDR) units.

Who may submit an AHP Pre-Application:

Any property owner, or an authorized agent of the property owner, may submit an AHP pre-application to the Palm Beach County Planning Division.

Required AHP Pre-Application Conference:

The applicant must schedule an AHP pre-application conference with Planning Staff prior to submittal of the AHP pre-application form and prior to submitting an application for a Building Permit or a Zoning application. To schedule the pre-application conference please contact the Planning Division at 561 233-5300.

The AHP Pre-Application Form:

The AHP pre-application form must be filed by all applicants having an ownership interest in any real property covered by the pre-application. Additional sheets/pages may be added to the form where necessary.

Deadline for Submittal of AHP Pre-Application:

The AHP pre-application must be submitted **at least 30 days prior** to submittal of an application for a Building Permit or a Zoning application.

Required Submittal:

For each requested AHP, one signed original pre-application **in a notebook binder with lettered tabs for the attachments and also a complete copy on a compact disk using Microsoft Word [including the pre-application and legal description and all attachments]**, must be filed with the Palm Beach County Planning Division.

Where to Submit:

An AHP pre-application must be filed with the Palm Beach County Planning Division, 2300 N. Jog Road, West Palm Beach, Florida 33411.

DETERMINATION OF SUFFICIENCY

The Planning Director, or designee, shall determine the sufficiency of the AHP pre-application within ten (10) working days from its receipt. If it is determined that it is not sufficient, written notice shall be sent to the applicant specifying the deficiencies. The Planning Director, or designee, and Zoning Director, or designee, (if applicable) shall take no further action unless the deficiencies are remedied. If the deficiencies are not remedied within twenty (20) working days, the AHP pre-application and any related Building Permit or Zoning Application shall be administratively withdrawn.

If the pre-application is determined sufficient, the Planning Director, or designee, shall prepare an AHP sufficiency letter that includes the recommended AHP density bonus. Any related Building Permit or Zoning Application will then be processed pursuant to this AHP sufficiency letter and the procedures and standards of ULDC Article 5.G.2.

DEADLINE FOR SUBMITTAL OF AHP PRE-APPLICATION:

The AHP pre-application must be submitted at least 30 days prior to submittal of an application for a Building Permit or a Zoning application.

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PRE-APPLICATION**

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I. General Data

Development Name	
Acres	
Location	
PCN(s)	
Previous Approval Info. Previous Name(s)	
Commission District	
Municipalities within 1 mile	
CCRT Area If yes, identify	

II. Affordable Housing Data

Present Development Potential (units/density)	
Proposed Development Potential (units/density)	
Density Increase (%)	
Number of AHP Units	
Number of AHP Units By Target Income Range(s)	
Are WHP Priced Units Included If Yes, Explain	

III. Site Data

Current FLU	
Existing Land Use	
Current Zoning	
Proposed Use	
Proposed Zoning	
Street Address	
Frontage	
Plat, Subdivision, Legal Lot of Record	

Adjacent Land Use Summary			
Adjacent Uses	Describe Existing Development & Use(s) (type & number of residential units, type & number of commercial uses)	FLU Designation	Zoning Designation
North			
South			
East			
West			

IV. Applicant Information

	Applicant A	Applicant B	Applicant C
Name			
Address			
City, State, Zip			
Phone Number			
Fax Number			
Email			
Type (Owner, Lessee, Contract Purchaser, Other)			

V. Agent Information

Name	
Organization/Company	
Address	
City, State, Zip	
Phone Number	
Fax Number	
Email	

VI. Public Facilities Information

A. Mass Transit Information

Nearest Palm Tran Route(s)	
Nearest Palm Tran Stop & Distance	
Nearest Tri Rail Connection	

B. Parks and Recreation

Park Type	Name	Location
Regional		
District		
Neighborhood		
Nearest Park & Distance		

C. Libraries	
Library Name	
Address	
City, State, Zip	
Distance	

D. Public Schools			
	Elementary	Middle	High
Name			
Address			
City, State, Zip			
Distance			

Additional requirements for Density Bonus

VI. Amenities Within 1/4 Mile Data

Public Park (including a neighborhood park)	
Civic Uses (libraries & schools)	
Mass Transit	
Child Care Facility	
Medical Facility	
Super Market (not a convenience store)	
Community Commercial Facility (100,000-300,000 sq/ft)	
Employment Opportunities	

VII. Amenities Within 1/2 Mile Data

Social Services	
Regional Commercial Facility (> 300,000 sq/ft)	
Industrial Facility	
Additional Civic Uses (public parks, libraries & schools)	
Additional Employment Opportunities	

VII. Attachments

- A. PCN's, Legal Description and Warranty Deed**
- B. Built Feature Inventory (site) & Amenity Map & List (items VI & VII above)**
- C. Survey**
- D. Additional Information**

**Attachment A.
PCN's, Legal Description and Warranty Deed**

The applicant is required to provide a legal description and **all affected parcel control numbers**.

****Please make sure to provide the legal description in a Word Document Format**

Attachment B.
Built Feature Inventory Map & Amenity Map & List

**Attachment C.
Survey**

**Attachment D.
Additional Information (if desired)**
