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|-------------------------------------------------------------|---------|----------------------------------------|--------------------|--------------|
| <b>ADMINISTRATIVE POLICY</b>                                |         |                                        |                    |              |
| <b>TOWN OF CARRBORO</b>                                     |         |                                        |                    |              |
| <b>NORTH CAROLINA</b>                                       |         |                                        |                    |              |
| DEPARTMENT:                                                 | NUMBER: | REVISION:                              | EFFECTIVE DATE:    | PAGE 1 of 1  |
| Planning                                                    | 540-1   | 0                                      | September 26, 2000 |              |
| SUBJECT:                                                    |         | PREPARED BY:                           |                    | APPROVED BY: |
| Land Use and Building Permit<br>Fee Waiver or Refund Policy |         | Roy Williford<br><br>Planning Director |                    | Town Manager |

#### 1.0 **PURPOSE**

To establish fees waiver or refund policy for land use and building permits

#### 2.0 **ORGANIZATIONS AFFECTED**

All departments and divisions

#### 3.0 **REFERENCES**

#### 4.0 **POLICY**

The Town of Carrboro in its desire to further affordable housing opportunities hereby establishes a Permit Fee Waiver or Refund Policy. The Carrboro Board of Aldermen adopted this policy on September 26, 2002.

#### 5.0 **DEFINITIONS**

Affordable housing is defined as:

1. A dwelling unit that can be **purchased** by families or persons with incomes that are less than 80% of the median income for Orange County as reported by the US Dept. of Housing and Urban Development and where the total monthly housing cost (including mortgage payments, utilities, taxes and insurance) will not exceed 30% of their total monthly income.
2. A dwelling unit can be **rented** by families or persons with incomes that are less than

60% of the median income for Orange County as reported by the US Dept. of Housing and Urban Development and where the total monthly housing cost (including rent payments, utilities, taxes and insurance) will not exceed 30% of their total monthly income.

## **6.0 PROCEDURE**

Subject to budgetary constraints, the Board of Aldermen may consider granting a fee waiver or refund (excluding engineering fees) for affordable housing projects that are not being developed on property owned directly or indirectly by the Town of Carrboro that can clearly demonstrate compliance with the following criteria:

1. The fee waiver or refund will directly benefit families or persons of low to moderate income over a sustained period of time; and
2. The project is directly funded or subsidized by a federal, state or local unit of government or non-governmental organization that guarantees affordability for 99 years or more; and
3. The need and benefit will be realized by the community as a whole if the fee waiver or refund is granted; and
4. The project is necessary to implement a component specified in the Consolidated Plan for Housing and Community Development in Orange County, NC as required by the HOME program administered through Orange County.