

ADMINISTRATIVE POLICY				
TOWN OF CARRBORO NORTH CAROLINA				
DEPARTMENT: TMO	NUMBER: 540-1	REVISION: 2	EFFECTIVE DATE: _____, 2018	PAGE 1 of 1
SUBJECT: Land Use and Building Permit Fee Waiver Policy		PREPARED BY: Julie Eckenrode, Assistant to the Town Manager		APPROVED BY: Town Manager

1.0 **PURPOSE**

To establish a fee waiver policy to transfer the cost of land use and building permits related to affordable housing projects from the developer to the Affordable Housing Special Revenue Fund.

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 Policy. The Carrboro Board of Aldermen adopted this policy on September 26, 2000 and amended it on _____ 2018.

5.0 **DEFINITIONS**

Affordable housing is defined as:

1. A dwelling unit that **will be occupied** by 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.

6.0 **PROCEDURE**

A fee waiver shall be requested by a developer to the Board of Aldermen. Once a formal request has been made, it will be referred to the Affordable Housing Advisory Commission (AHAC) for review. Once the request has been reviewed by the AHAC, a formal recommendation will be made to the Town Manager whether to waive any, some, or all of the building and permit fees.

The Town Manager may approve a request to waive development and building permit fees for affordable housing projects (excluding; engineering fees) that are consistent with the following criteria;

1. The fee waiver will directly benefit occupants of the development who are 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 is granted; and
4. The project meets the goals and objectives of the Town of Carrboro's Affordable Housing Plan.

When building and permit fees are waived from the developer, the Affordable Housing Special Revenue Fund will pay these fees to the Town of Carrboro. Applications will be reviewed on a case-by-case basis. The amount of waived building and permit fees may be dependent upon the balance of the Affordable Housing Special Revenue Fund, other dedicated programming and funding, and the priorities of the AHAC, Board of Aldermen and Town Manager as related to affordable housing.