



**Department of City Planning  
Inclusionary Zoning Certification Form**

Application # \_\_\_\_\_

**Instructions:** this form must be completed for all IZ applicable projects and included on the Cover/Title page of plan submissions

**I. Please complete the following acknowledgement of compliance (check only one statement)**

I, \_\_\_\_\_,

Acknowledge the plans set forth will satisfy the requirements of 16-36A.004 or 16-37.004 and certify the following floorplans to be built will be affordable units and the number of units to be designated affordable within each floorplan type. This includes acknowledgement that each affordable unit are substantially similar in construction and appearance to market rate units, and shall not be in isolated areas of the development, but shall be interspersed among market rate units; **OR**

Acknowledge that in-lieu of compliance with the on-site affordability requirements, will elect to pay an in-lieu fee to the City in accordance with 16-36A.007 or 16-37.007.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**II. For each unit configuration, please complete the following table to identify affordable units. Attach a separate table if more space is needed (only applicable to projects that comply with affordability requirement)**

| Unit type       | # total units | Affordability level (___% or less AMI) | Unit mix | # affordable units (round up) | Expected market rent | Affordable rent |
|-----------------|---------------|--|----------|-------------------------------|----------------------|-----------------|
| Ex 1 bed/1 bath | 20            | 80%                                    | 15%      | 3                             | \$1000               | \$784           |
| Ex 2 bed/2 bath | 50            | 80%                                    | 15%      | 8                             | \$1400               | \$990           |
|                 |               |  |          |                               |                      |                 |

**III. Please select up to three (3) incentive option(s) you wish to apply to this project (only applicable to projects that comply with affordability requirement)**

- Increase in density bonus: a 15% floor-area-ratio (FAR) increase above the FAR set by current zoning
- Transfer of development rights: additional unused density can be transferred to other property owners
- Reduction in residential minimum parking requirement: no minimum
- Reduction in non-residential minimum parking requirement: a 25% reduction for non-residential spaces in mixed residential/commercial
- Priority review: SAP applications will be given priority, advance to top of staff review queue, and be reviewed within 21 days
- Major project status: project will be afforded major projects meeting with representatives from all departments to review the development for permitting, meet with applicant, and identify potential issues to expedite process

**IV. Please indicate if you are also receiving either of the following from the respective agencies (only one allowed; only applicable to projects that comply with affordability requirement)**

- Invest Atlanta's Lease Purchase Bond
- Atlanta Housing Authority's HomeFlex or Housing Choice Programs

**V. Please submit with the application a detailed marketing plan on how affordable units will be promoted (only applicable to projects that comply with affordability requirement). Be sure to include:**

- Who: target audience
- What: messaging and language to be used in promotional material
- When: promotion and campaign launch timeline
- Where: distribution method or networks (e.g. print flyers, web ads, etc.)

**VI. Please review Exhibit D, the Land Use Restriction Agreement. This legal document needs to be executed, recorded, and returned prior to issuance of the certificate of occupancy (only applicable to projects that comply with affordability requirement).**

**Certification (for plan reviewer use only)**

- Proposed project meets all IZ on-site affordability and program requirements
- Project applicant elects to pay in-lieu fee and are not subject to on-site affordability requirements

\_\_\_\_\_  
Plan reviewer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**QA/QC Review by OHCD (for internal use only)**

\_\_\_\_\_  
Compliance specialist

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**Note:** Inclusionary Zoning is applicable for conversions or new multifamily residential rental developments with ten (10) or more units in either the Beltline Overlay District or four Westside Neighborhoods (English Avenue, Vine City, Ashview Heights, or AUC). Affordability and program requirements are mandatory unless applicant elects to pay a one-time per-unit in-lieu fee.

**Exhibit A: In-lieu fee table**

| Area                   | Construction cost/unit | Land cost/unit | Total cost/unit |
|------------------------|------------------------|----------------|-----------------|
| Beltline Subarea 1     | \$133,218              | \$5,283        | \$138,501       |
| Beltline Subarea 2     | \$133,218              | \$620          | \$133,838       |
| Beltline Subarea 3     | \$133,218              | \$19,350       | \$152,568       |
| Beltline Subarea 4     | \$133,218              | \$6,000        | \$139,218       |
| Beltline Subarea 5     | \$133,218              | \$33,880       | \$167,098       |
| Beltline Subarea 6     | \$133,218              | \$15,962       | \$149,180       |
| Beltline Subarea 7     | \$133,218              | \$53,387       | \$186,605       |
| Beltline Subarea 8     | \$133,218              | \$44,033       | \$177,251       |
| Beltline Subarea 9     | \$133,218              | \$17,667       | \$150,885       |
| Beltline Subarea 10    | \$133,218              | \$12,333       | \$145,551       |
| Westside neighborhoods | \$133,218              | \$12,333       | \$145,551       |

**Exhibit B: 2018 Maximum rental limits table**

|               | Efficiency/Studio | 1 Bedroom  | 2 Bedroom  | 3 Bedroom  | 4 Bedroom  |
|---------------|-------------------|------------|------------|------------|------------|
| 80% AMI Limit | \$1,048.00        | \$1,123.00 | \$1,348.00 | \$1,556.00 | \$1,736.00 |
| 60% AMI Limit | \$786.00          | \$842.00   | \$1,011.00 | \$1,167.00 | \$1,302.00 |

Maximum rental rates are calculated by the methodology indicated within the ordinances: 17-0-1556 and 17-0-1542

**Exhibit C: 2018 HUD income limits**

| % AMI / Household size | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons |
|------------------------|----------|-----------|-----------|-----------|-----------|-----------|
| 30% AMI                | \$15,750 | \$18,000  | \$20,780  | \$25,100  | \$29,420  | \$33,740  |
| 50% AMI                | \$26,200 | \$29,950  | \$33,700  | \$37,400  | \$40,400  | \$43,400  |
| 60% AMI                | \$31,440 | \$35,940  | \$40,440  | \$44,880  | \$48,480  | \$52,080  |
| 80% AMI                | \$41,900 | \$47,900  | \$53,900  | \$59,850  | \$64,650  | \$69,450  |
| 120% AMI               | \$62,880 | \$71,880  | \$80,880  | \$89,760  | \$96,960  | \$104,160 |

Based on Atlanta Area Median Income (\$74,800.00) as published periodically by HUD

**Exhibit D: Inclusionary Zoning Land Use Restriction Agreement**

(See following pages)

-----SPACE ABOVE THIS LINE FOR RECORDER'S USE-----

*This instrument was prepared by and  
after recording please return to:*

**City of Atlanta  
Attn: Office of Housing and Community Development  
68 Mitchell St. SW  
Suite 1200  
Atlanta, Georgia 30303**

**LAND USE RESTRICTION AGREEMENT**

**by and between**

**CITY OF ATLANTA**

**and**

**[INSERT COMPANY NAME]**

**Relating to:**

**[INSERT PROJECT NAME]**

**Dated as of \_\_\_\_\_, 20\_\_**



## LAND USE RESTRICTION AGREEMENT

**THIS LAND USE RESTRICTION AGREEMENT** (as amended, modified or supplemented from time to time, the “LURA”) is made and entered into as of \_\_\_\_\_, 201\_ (the “Effective Date”), by and between [INSERT COMPANY NAME], a \_\_\_\_\_ (together with its successors, assigns and transferees of the Property (as hereinafter defined), “Owner”) and the **CITY OF ATLANTA**, a municipal corporation of the State of Georgia (“City”).

### WITNESSETH:

**WHEREAS**, Ordinance 16-O-1163 was adopted by the City of Atlanta (“Ordinance”) and codified as Atlanta City Code Section 54-1 et seq.; and

**WHEREAS**, the Ordinance mandates that owners of multi-family residential property that are receiving a grant, incentive, or subsidy through a sale lease-back or other written agreement involving a development authority doing business in the City of Atlanta shall provide Affordable Workforce Housing Units (as hereinafter defined) as a condition of the certificate of occupancy; and

**WHEREAS**, the Affordable Workforce Housing Units must be provided from one of the two tiers set forth in Atlanta City Code Section 54-1 during the Affordability Period (as hereinafter defined); and

**WHEREAS**, the Ordinance further provides that the Affordable Workforce Housing Units (as hereinafter defined) shall be similar in construction and appearance (e.g., square footage, type and brand of appliances, materials used for countertops, flooring, etc.) to the market rate units and shall not be in isolated areas in the development, but shall be interspersed among market rate units throughout the entirety of the Affordability Period (as hereinafter defined); and

**WHEREAS**, the Ordinance further provides that no certificate of occupancy shall be issued for owners of multi-family residential property until the owner provides a copy of a recorded land use restriction agreement in the form promulgated by the City; and

**NOW, THEREFORE**, it is hereby agreed by Owner as follows:

1. **Definitions.** As used in this LURA, the terms below shall have the following meanings:

“Actively Marketed” means that Owner shall coordinate with the City of Atlanta Office of Housing and Community Development to locate and place Workforce Residents in available Affordable Workforce Housing Units. If Owner coordinates in writing and in a commercially reasonable manner with the City of Atlanta Office of Housing and Community Development for a period of sixty (60) days with respect to any Affordable Workforce Housing Unit from the completion of such units or the vacation of any such unit by any Workforce Resident, and despite such coordination, such unit has not been leased to a Workforce Resident then such units shall be counted toward the Affordable Workforce Housing

Unit requirement if so certified by the City of Atlanta Office of Housing and Community Development.

“Affordability Period” means a period beginning on the date that a certificate of occupancy is issued for the Property and expiring either (ii) twenty (20) years thereafter or (iii) upon the end of the term of the grant, incentive or subsidy, whichever is lesser.

“Affordable Workforce Housing Unit” means a Residential Rental Dwelling Unit in a multi-family property that received a grant, incentive, or subsidy through a sale lease-back or other written agreement involving a development authority doing business in the City of Atlanta that complies with the affordability requirement set forth in Section 2 below.

“AMI” means the area median income as calculated and published annually by the U.S. Department of Housing and Urban Development (“HUD”) for the Atlanta- Sandy Springs-Marietta Metro Fair Market Rent Area.

“Property” means the land described on Exhibit A attached hereto and incorporated herein.

“Residential Rental Dwelling Unit” means a single residential dwelling unit offered for rental, provided that the following shall not constitute a Residential Rental Dwelling Unit: (i) rooms or units that are restricted for use or occupancy by students, faculty or staff at a college, university or other non-profit education-related entity, (ii) rooms or units in a hotel or motel, and (iii) units or rooms in a hospital, nursing home, assisted living facility or other health-care facility.

“Workforce Resident” means the person or persons occupying an Affordable Workforce Housing Unit earning in the aggregate no more than eighty percent (80%) of AMI or no more than sixty percent (60%) of AMI depending on the affordability requirement selected by Owner in Section 2 below. The published income limits will be adjusted by household size. The income limits and rent limits will be adjusted annually according to the HUD published limits.

2. **Affordability Requirements.** All multi-family residential property that receives a grant, incentive, or subsidy through a sale lease-back or other written agreement involving a development authority doing business in the City of Atlanta, regardless of the number of parcels, shall comply with the affordability requirement selected by Owner as initialed in Section 2(a) or (b) below. Further, the Affordable Workforce Housing Units shall be substantially similar in construction and appearance (e.g., square footage, type and brand of appliances, materials used for countertops, flooring, etc.) to the market rate units, and shall not be in isolated areas in the development, but shall be interspersed among market rate units throughout the entirety of the Affordability Period. The number of bedrooms in the Affordable Workforce Housing Units (e.g. 1 bedroom, 2 bedrooms, 3 bedrooms) shall be proportionate to the number of bedrooms in the market rate units. In order to satisfy the requirements of Section 2(a) or (b) below, Owner shall Actively Market Affordable Workforce Housing Units for a minimum of sixty (60) days. This sixty-day period shall begin at the issuance of a certificate of occupancy or upon the vacation of

any Affordable Workforce Housing Unit. All requirements of this Section 2 shall apply for the Affordability Period. Owner agrees to the following:

a) At least fifteen percent (15%) of the total Residential Rental Dwelling Units shall be Actively Marketed for lease to households having an income, as certified by the prospective tenant(s) at the time of execution of the applicable lease agreement, that does not exceed eighty percent (80%) AMI for the family size having the same number of persons as the subject household for the Atlanta-Sandy Springs-Marietta, Georgia HUD Metro Fair Market Rent Area (as published by HUD as of the date of the tenant's application). The monthly rent amount (including utilities and mandatory fees) for each Affordable Workforce Housing Unit shall not exceed the rent limits as published annually by the Office of Housing and Community and Development; or

Owner's Initials \_\_\_\_\_ City's Initials \_\_\_\_\_

b) At least ten percent (10%) of the total Residential Rental Dwelling Units shall be Actively Marketed for lease to households having an income, as certified by the prospective tenant(s) at the time of execution of the applicable lease agreement, that does not exceed sixty percent (60%) of the AMI for the family size having the same number of persons as the subject household for the Atlanta-Sandy Springs-Marietta, Georgia HUD Metro Fair Market Rent Area (as published by HUD as of the date of the tenant's application). The monthly rent amount (including utilities and mandatory fees) for each Affordable Workforce Housing Unit shall not exceed the rent limits as published annually by the Office of Housing and Community Development.

Owner's Initials \_\_\_\_\_ City's Initials \_\_\_\_\_

3. **Verification of Workforce Residents.**

a) The income of all tenants who occupy or will occupy the Affordable Workforce Housing Units on the Property shall be verified by Owner through an income certification. Each certification shall be dated not later than the date of execution of the lease but in no event more than thirty (30) days prior to the initial occupancy of the tenant and recertified annually thereafter. Photocopies of all income certifications shall be submitted to the City or its designee within fifteen (15) days following the end of the calendar month after the tenant's initial occupancy of an Affordable Workforce Housing Unit on the Property and thirty (30) days following the end of each calendar year thereafter. The City or its designee shall review the certificates submitted under this Section 3 to confirm completion, but the City shall have no responsibility for verifying the accuracy of the information submitted.

b) Owner shall provide to the City on at least annual basis detailed documentation regarding the Workforce Residents, including but not limited to: unit number, tenant name, lease effective date, lease expiration date, number of bedrooms, household size, annual household income, and rent charged. The City has the authority to request any and all additional documentation it deems necessary to verify the information provided by Owner. The City may request the completion of these forms monthly during the initial lease-up process for the Property.

c) During the Affordability Period, Owner shall maintain complete and accurate records pertaining to the Affordable Workforce Units, including without limitation, income certifications. Upon reasonable notice and at reasonable times, Owner will permit the City or its designee to inspect the books and records of Owner pertaining to the income certifications of Workforce Residents for the purpose of verifying compliance by Owner hereunder. Owner shall keep information as set forth in this Section 3 for a five-year period.

d) During the Affordability Period, Owner shall provide income recertification information as an addendum to the new lease.

e) The City may appoint a third-party agent to monitor Owner's compliance with the terms and conditions of this Agreement on behalf of the City. Upon receipt of written notice from the City identifying such designee, all income certifications, documents and other deliverables hereunder, shall thereafter be delivered to the designee at address so specified.

4. **Compliance with Affordability Requirements.**

a) An Affordable Workforce Housing Unit that is occupied by a Workforce Resident in compliance with Section 2 at initial occupancy shall be treated as continuing to comply with Section 2 if the Workforce Resident's income is not more than (i) one hundred percent (100%) AMI if Owner provides Affordable Workforce Housing Units pursuant to Section 2(a) or (ii) one hundred twenty percent (120%) AMI if Owner provides Affordable Workforce Housing Units pursuant to Section 2(b) (collectively, the "Recertification Limit") for a period no greater than two (2) years from the date of income recertification.

b) An Affordable Workforce Housing Unit that is occupied by a Workforce Resident in compliance with Section 2 at initial occupancy shall not be deemed in compliance with Section 2 if as of the most recent income certification, income exceeds the Recertification Limit. However, Owner may avoid non-compliance (on the basis of an existing Workforce Resident exceeding the Recertification Limit) if the next available Residential Rental Dwelling Unit of comparable size not counted as occupied by a Workforce Resident is rented to a Workforce Resident.

5. **Maintenance of Property Standards.** During the Affordability Period, Owner shall maintain the Property and the improvements thereon in compliance with the Atlanta Code of Ordinances and all applicable laws. The City reserves the right to perform periodic on-site inspections of the Property throughout the Affordability Period.

6. **Sale, Lease or Transfer of Property.**

a) Owner expressly acknowledges and agrees that a sale, lease, exchange, assignment, or other transfer of all or any portion of the Property ("Disposition") shall not relieve Owner or any subsequent transferee of its obligations under this LURA. Owner shall include by incorporation by reference or verbatim the requirements and restrictions contained in this LURA in any deed or other documents with respect to a Disposition and shall obtain the express agreement from any transferee to assume in writing all duties and obligations of Owner under this LURA. If the proposed transferee with respect to a Disposition of all (but not a part of the Property) has agreed to perform the obligations of Owner under this LURA pursuant to an assumption agreement

approved by the City in accordance with the terms and conditions hereof, Owner shall be released from its obligations hereunder, and the City shall upon request, execute a release by recordable written instrument effecting such release.

b) The restrictions contained in the foregoing provisions of this Section 6 shall not be applicable to the following: (i) grants of utility related easements and utility and other service related leases or easements, including without limitation, laundry service leases or television cable easements, over portions of the Property, provided the same are granted in the ordinary course of business in connection with the development and operation of the Property, (ii) leases of Residential Rental Dwelling Units to Workforce Residents or to other tenants of Residential Rental Dwelling Units, or (iii) any sale or conveyance to a condemning governmental authority as a direct result of a condemnation or a governmental taking or a threat thereof.

7. **Default.**

(a) Upon a violation of any provision, covenant, condition or obligation of this LURA, the City shall give written notice thereof to Owner. Owner shall have sixty (60) days after the date such notice (or such longer period as may be consented to by the City, in its sole discretion) to cure the violation.

(b) If a violation is not cured to the reasonable satisfaction of the City within the time period provided in Section 7(a), the City shall be entitled to apply to any court, state or federal, for specific performance of this LURA or for an injunction against any violation of this LURA, since the injury to the City would be irreparable and the amount of damage would be difficult to ascertain, and in each case, the City shall also be entitled to recover reasonable attorneys' fees and costs actually incurred.

8. **Covenants Run with the Land and the Real Property.** The City and Owner hereby declare their express intent that the covenants, reservations and restrictions set forth herein shall be deemed covenants running with the land, shall run with the Property, and shall pass to and be binding upon Owner and its successors in title and Owner's successors and assigns. Each and every contract, deed or other instrument hereafter executed covering or conveying the Property or any portion thereof shall conclusively be held to have been executed, delivered and accepted subject to such covenants, regardless of whether or not such covenants are set forth in such contract, deed or other instrument.

9. **Severability.** The invalidity of any clause, part or provision of this LURA shall not affect the validity of the remaining portions thereof.

10. **Governing Law.** This LURA shall be governed exclusively by and construed in accordance with the applicable laws of the State of Georgia.

11. **Amendment.** This LURA shall not be amended except by a writing duly executed by each of the parties hereto, provided that Owner shall not have the authority to amend this LURA to incorporate greater restrictions, burdens or limitations on any portion of the Property it does not own at the time of such amendment or modification. Notwithstanding the foregoing, the City shall

be entitled to waive the requirements of this LURA running to its benefit or terminate this LURA, in either case, without the consent of any other party hereto or owner of any portion of the Property.

12. **No Individual Liability.** No covenant or agreement contained in this LURA shall be deemed to be the covenant or agreement of any officer, commissioner, agent or employee, director, or member of the City, or any member or limited partner of Owner, or any officer, agent, employee, director, or member of Owner or City, in his or her individual capacity, and none of such persons shall be subject to any personal liability or accountability by reason of the execution hereof. The terms of this LURA do not impose any liability on the City.

13. **Notices.** All notices, demands or acknowledgements permitted or required by this LURA shall be sent by first-class, certified or registered mail, postage prepaid, return receipt requested, or by private courier service which provides evidence of delivery and in each case shall be deemed to have been given on the date evidenced by the postal or courier receipt or other written evidence of delivery or electronic transmission to the City or Owner at the addresses set forth below, or to such other place as the City may from time to time designate in writing.

If to the City, to:

City of Atlanta  
Office of Housing and Community Development  
68 Mitchell Street, SW  
Atlanta, Georgia 30303  
Attn: Director of Housing

With a copy to:

City of Atlanta  
Department of Law  
55 Trinity Avenue, SW  
Suite 5000  
Atlanta, GA 30303

If to Owner, to:

Name  
Address  
Attn:

and

Name  
Address

Attn:



IN WITNESS WHEREOF, Owner has executed this LURA under seal on the date first above written

**OWNER**  
a Georgia

By: \_\_\_\_\_  
Title

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Unofficial Witness

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(Notarial Seal)



**EXHIBIT "A"**

**LEGAL DESCRIPTION OF THE PROPERTY**

*[To be attached]*

