**Inclusionary Zoning Intake Workflow**

**Developer/Applicant**

1. Initiates with Zoning app

   - **YES**
   - Is it IZ applicable?
     - **NO**
     - Follows regular Zoning/Permitting process
     - In-lieu?
       - **NO**
         - Check “in-lieu” statement in acknowledgement
         - Complete remaining items on IZ form
         - Submit supplemental IZ form with app and plans
       - **YES**
         - Planning staff inputs app info into Accela
         - Plan reviewer checks IZ info in addition to routine plan review
         - Approves of app and plans?
           - **NO**
             - Submit building permit app with approved plans
           - **YES**
             - Input building permit app information into Accela

   - **YES**
     - In-lieu?
       - **NO**
         - Check “comply” statement in acknowledgement
         - Complete remaining items on IZ form
         - Submit supplemental IZ form with app and plans
       - **YES**
         - Planning staff inputs app info into Accela
         - Plan reviewer checks IZ info in addition to routine plan review
         - Approves of app and plans?
           - **NO**
             - Submit building permit app with approved plans
           - **YES**
             - Input building permit app information into Accela

**Office of Zoning and Development**

- Following regular Zoning/Permitting process
- Is it IZ applicable?
  - **NO**
  - NO
  - **YES**
  - In-lieu?
    - **NO**
      - Check “in-lieu” statement in acknowledgement
      - Complete remaining items on IZ form
      - Submit supplemental IZ form with app and plans
    - **YES**
      - Planning staff inputs app info into Accela
      - Plan reviewer checks IZ info in addition to routine plan review
      - Approves of app and plans?
        - **NO**
          - Submit building permit app with approved plans
        - **YES**
          - Input building permit app information into Accela

**Office of Buildings**

- Buildings plan reviewer check final plans for IZ requirements, in addition to routine workflow
- Permit applicant asks tech if a Land Use Permit has been issued. If yes, permit tech searches for it in Accela before proceeding.

**Notes:**

* Inclusionary Zoning (IZ) is applicable to new multifamily residential rental developments and conversions with ten (10) or more units within either the Beltline Overlay District OR one of four Westside Neighborhoods of English Avenue, Vine City, Ashview Heights, or AUC
** After building permit is issued and prior to the issuance of certificate of occupancy, the Developer must submit a recorded LURA to OHCD. Buildings also must send the Developer’s IZ form and marketing plan to OHCD for review. No C/O can be issued until OHCD approves.

A Zoning applications (e.g., SAP, Rezoning, UDC, SUP)
B Supplemental IZ Certification Form (includes acknowledgement of compliance/in-lieu, unit mix table, proposed marketing plan, selection of incentives, LURA)
C Building permit application (QCR); signed and approved plans from Zoning; recorded LURA must be received prior to issuance of Certificate of Occupancy