

Pima County Roadway Development Fee

Instructions for Affordable Housing Waiver Effective May 3, 2001 (Updated \December, 2012)

A household may receive not more than one Roadway Development Fee Affordable Housing Waiver. The waiver is based upon income limits for affordable housing as determined by the United States Department of Housing and Urban Development and the housing industry.

Questions concerning the Affordable Housing Waiver may be directed to Pima County Community Development and Neighborhood Conservation Department (Ph: 520-624-2947).

Questions concerning the Roadway Development Fee may be directed to the Pima County Department of Transportation (Ph: 520-740-6403).

Questions concerning the permitting process may be directed to the Development Services Department (Phone: 520-740-6520).

The 2013-2014 Pima County Income Limits for the purposes of the Roadway Development Fee Affordable Housing Waiver are listed below. Please review them before submitting your application. These are the household income limits that will be used to determine eligibility for an affordable housing waiver of the roadway development fee.

2013 -2014 Pima County Gross Annual Income Limits

NUMBER OF PERSONS IN FAMILY

MAXIMUM ANNUAL INCOME*

1 Person	\$33,550	5 Persons	\$51,750
2 Persons	\$38,350	6 Persons	\$55,600
3 Persons	\$43,150	7 Persons	\$59,400
4 Persons	\$47,900	8 Persons	\$63,250

* Income limits subject to change.

INSTRUCTIONS

- 1) Apply for a building permit with Pima County Development Services Department located at 201 North Stone, 1st Floor, Tucson, AZ (Phone: 740-6490 press 5) www.pimaxpress.com
- 2) Obtain and complete the Affordable Housing Waiver Application available at the Pima County Transportation Department located at 201 North Stone, 5th Floor, Tucson, Arizona 85701 or on-line at <http://dot.pima.gov/transsys/impactfees/#ahw>.
- 3) Submit an application with all supporting documentation to:
Community Development and Neighborhood Conservation Department,
El Banco Housing and Barrio Sustainability Center
801 W. Congress Street
Tucson, Arizona 85745
Phone: (520) 624-2947

- 🔴 Application must be complete and signed
- 🔴 Application must include the PERMIT/ACTIVITY NUMBER
- 🔴 Application must include notarized signatures
- 🔴 Documentation must be provided with the application (see Additional Information, see below)

***Note :** Any misrepresentation or falsification of information submitted by applicant will result in waiver being revoked at which time payment of full impact fee will become due and payable.

- 4) A determination letter will be mailed to the applicant by Pima County Department of Transportation.

- 5) If the Affordable Housing Waiver is denied, a Request for Review of Denial of Application for Affordable Housing Waiver may be submitted to the Pima County Community Development and Neighborhood Conservation Department (Attention: Affordable Housing) not more than 10 working days after the date of the denial letter. Only errors of fact will be considered for a review of a denial. A response to a Request for Review will be sent in writing to the applicant no more than 10 working days after the request has been received.
- 6) If applicant is approved, Pima County Development Services Department will be notified that a waiver has been granted and the fees will be adjusted accordingly.

NOTE: Affordable Housing Waivers are only applicable to the Roadway Development Impact Fee and not any other permitting fees assessed by other departments.

Additional Information

In addition to a complete, signed and notarized application, please review and provide all additional information and documentation as noted below.

- Proof of current ownership in the form of a recorded deed such as a Warranty Deed or Quit Claim or a receipt of recorded documents from the Pima County Recorder. If you do not have a copy of your deed, one can be obtained from the Pima County Recorder's Office (Ph: 740-4350).
- Property owner's most recent federal income tax return
- Property owner's proof of household income. Acceptable proof limited to:
 - ✔ Most current check stubs from paychecks representing 80 hours or two weeks of work for all employed household members.
 - ✔ All other sources of income. For example: pensions, dividend, interest, savings, gifts, trusts, or child support, AND/OR
 - ✔ An award letter from a state or federal agency or bank statement showing source of deposit (ex. Social Security Administration) with a monthly amount listed, AND/OR
 - ✔ A notarized original letter from an employer with the hourly wage and hours worked per week listed for employee on business letterhead, OR when self-employed, the
 - ✔ SELF-EMPLOYED PROPERTY OWNER(S) shall provide:
 - A copy of the property owner's most recent federal income tax return with all forms and schedules attached, AND
 - A current year-to-date financial statement showing the name of the business, gross profits, allowable deductions, and net profits, signed by the business owner.
- If property has been recently purchased (within last 6 months), a copy of the HUD 1 Settlement Statement or Closing Statement must be provided.
- The notarized signature of ALL the current property owners on the Application for the Affordable Housing Waiver declaring the completeness and truth of the documents submitted. Stop by any local bank and ask for a notary.

The complete application with all supporting documentation will be reviewed by the Pima County Community Development Department Affordable Housing Staff as indicated under Instructions listed above on page 1.