Pima County Roadway Development Fee

Instructions for Affordable Housing Waiver
Effective May 3, 2001 (Updated\June, 2015)

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 the Pima County Housing Center at (Ph: 520-724-2460).

Questions concerning the Roadway Development Fee may be directed to the Pima County Department of Transportation (Ph: 520-724-6699).

Questions concerning the permitting process may be directed to the Development Services Department (Ph: 520-724-9000).

The 2015-2016 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 wavier of the roadway development fee.

2015 – 2016 Pima County Gross Annual Income Limits

NUMBER OF PERSONS IN FAMILY

MAXIMUM ANNUAL INCOME*

1 Person	$33,050	5 Persons	$51,000
2 Persons	$37,800	6 Persons	$54,800
3 Persons	$42,500	7 Persons	$58,550
4 Persons	$47,200	8 Persons	$62,350

* 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: 724-9000)
http://webcms.pima.gov/government/development_services

2) Obtain and complete the Affordable Housing Waiver Application available at Pima County Department of Transportation located at 201 North Stone, 5th Floor, Tucson, Arizona 85701 or on-line at http://webcms.pima.gov/government/transportation or go to Pima County Housing Center (address & phone below) at http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=23582

3) Submit an application with all supporting documentation to:
Community Development and Neighborhood Conservation Department
Pima County Housing Center
801 W. Congress Street
Tucson, Arizona 85745
Phone: (520) 724-2460

- Application must be complete and signed
- Application must include the PERMIT/ACTIVITY NUMBER
- Application must include notarized signatures
(Notary Public available at Pima County Housing Center, ph: (520) 724-2460)
- Documentation must be provided with the application (see Additional Information 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 Housing Center (Attention: Betty Villegas) 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 & Required Documentation

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, 115 N. Church Avenue, ph: (520) 724-4350.
- ☐ Property owner's most recent federal income tax return, including all forms and schedules.
- ☐ Property owner's two (2) most recent bank statements (checking & savings). NOTE: account summaries or account histories are NOT acceptable.
- ☐ Proof of household income:

  - Current check stubs representing 80 hours or two weeks of work for ALL employed household members (over age 18), AND/OR
  - A original notarized letter from employer with the hourly wage and hours worked per week listed for employee on business letterhead.
  - 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 (i.e. Social Security Administration) with a monthly amount listed, AND/OR when self-employed,

  - SELF-EMPLOYED PROPERTY OWNER(S) shall also provide:

    - Arizona Driver's License (copy)
    - Voter Registration Card (copy)
    - 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 income is limited to rental property only (no other sources), then provide the following:
      - Deed or other legal document showing ownership
      - Current appraisal (within past 12 months)
    - If assets are protected by a Living Trust, provide a copy of Living Trust as recorded in Trust's jurisdiction.

- ☐ Maximum value of property after improvements limited to $130,000. New construction value may not exceed $195,000.
- ☐ Property owner(s) may not have cash assets exceeding $10,000.
- ☐ If property has been recently purchased (within 6 months), a copy of the HUD 1 Settlement Statement or Closing Statement must be provided.

The complete application with all supporting documents will be reviewed by staff at the Pima County Housing Center as indicated under Instructions listed on page 1.