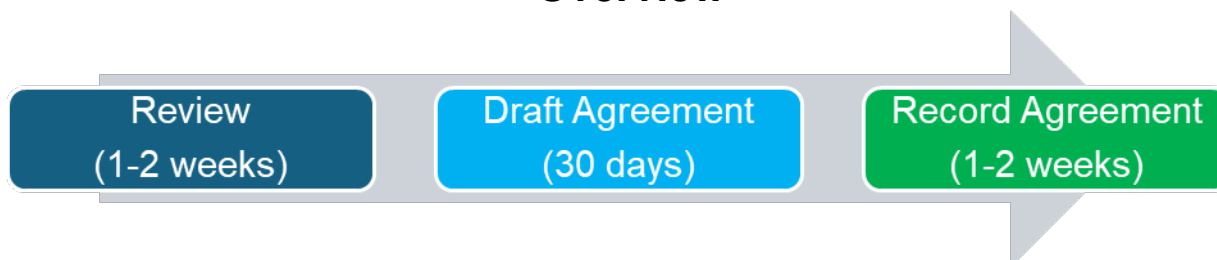




San Diego Housing Commission (SDHC) Land Use Team Permit Review Process Overview



This document outlines the SDHC Land Use Team's standard permit review process. Please note the time frames provided are typical estimates and may vary based on project complexity, applicant responsiveness, and other factors.

1. **Project Review:** SDHC staff will review the project to establish affordable housing permit conditions.
 - a. **Building Permit Assignment:** A project is routed to SDHC for review via the City of San Diego Development Services Department's (DSD) online permit processing software.
 - b. **Demolition Review:** SDHC staff reviews the project for demolition of existing residential units and the applicability of the City's Dwelling Unit Protection (DUP) regulations. For projects involving residential demolition, the applicant must provide documentation to verify whether any units are "protected" and, therefore, subject to replacement, along with eligibility for tenant relocation and other benefits. **The review will not proceed until SDHC staff has made a DUP determination.**
 - c. **Incentive Program Review:** SDHC staff will review the project to determine the applicability of various local land use incentive programs that require affordable housing (e.g., Density Bonus, Inclusionary, Complete Communities, Accessory Dwelling Unit [ADU] Bonus, North City Future Urbanizing Area [NCFUA]).
 - d. **Permit Conditions:** Once DUP and Land Use incentive program requirements are established, SDHC will prepare a "conditions letter" detailing the SDHC requirements the applicant must satisfy to obtain a permit. This letter, along with an SDHC application form and invoice, will be emailed to the applicant. A copy of the letter will be uploaded to the City's online permit processing software, and SDHC will mark "sign-off" in the workflow for the review cycle. The project will return to SDHC for a final review before permit issuance.

2. SDHC Application & Draft Agreement:

- a. **SDHC Application Review:** SDHC staff will review the SDHC application packet and confirm the application fee is paid.
- b. **Draft Agreement:** Once the application is complete, it is routed to SDHC's legal counsel to draft the agreement documents, a process that typically takes 30 days.
- c. **Applicant Draft Review:** The draft agreement is sent to the applicant to review for accuracy and to provide suggested edits or comments. SDHC staff communicate with the applicant about suggested edits or comments and obtain additional input from legal counsel, as needed, to establish a final agreement. A project cannot proceed without a final agreement.

3. Recording Agreement & Permit Issuance:

- a. **Final Agreement:** Once the draft is approved, a final version is sent to the applicant for signature/notarization. The applicant is responsible for sending the signed agreement to their chosen Title company for recording. SDHC will also send the signed document to the same Title company to combine signature pages and complete the recording process. When the final agreement is signed and recorded, SDHC's review process is completed, which allows for the final sign-off on the City DSD's permit review.
- b. **Recorded Agreement:** The applicant must ensure that the agreement is received by the Title company and recorded. Once recorded, a copy of the agreement must be emailed to SDHC staff.
- c. **Building Permit Issuance:** Once SDHC staff receive the recorded agreement, they upload it to DSD's permit software and approve the permit for issuance, using "ready for stamping" in the workflow.

4. Rent or Sale Follow-up:

- a) **For Rent:** When the affordable units are constructed and ready for rental, the applicant or property manager must contact SDHC's Compliance Monitoring Department to establish the eligibility process for renting to qualifying tenants. SDHC's Compliance Monitoring Department verifies that housing units designated as affordable are occupied by qualified low- and moderate-income tenants. This department tracks tenant and landlord compliance for the City of San Diego's affordable housing programs (e.g., Density Bonus, Inclusionary, Complete Communities, ADU Bonus, NCFUA). Contact Irma Betancourt at irmab@sdhc.org to initiate the process.
- b) **For Sale:** Six months before the start of construction, the applicant/developer must initiate contact with SDHC to establish the maximum sales price of the

affordable unit/s and to review the marketing plan and eligibility process for buyers. Please contact Sujata Raman, Vice President of Single-Family Housing Finance, at sujatar@sdhc.org to initiate the process.