

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Expediting Permit Processing for Lower Income Housing Developments	A-68	1 of 3

Purpose

To secure significant reductions in the time required to exercise the regulatory function with regard to housing developments to be occupied by lower income persons.

Background

Lower income housing, as identified in the County's Housing Element of the General Plan and as defined by the State Department of Housing and Community Development, includes three income groups based on the County Area Median Income (AMI): extremely low-income (up to 30 percent AMI), very low-income (31 to 50 percent AMI) and low-income (51 to 80 percent AMI). In order to produce such housing in the shortest possible time and to reduce development costs to the greatest extent, it is desirable to expedite permit processing.

The California Housing Finance Agency (CalHFA) encourages procedures which will expedite the processing of zoning changes, use permits, building permits, environmental clearance, and any other type of permit, approval or clearance required by the County prior to construction or rehabilitation of a housing development financed by CalHFA.

The following policy and procedure are adopted to meet these objectives.

Policy

It is the policy of the Board of Supervisors that: The County shall expedite the processing of permits and other clearances required by the County prior to construction or rehabilitation of a housing development to be occupied in whole or in part by lower income persons.

Procedure

1. An applicant seeking an expedited permit process for construction or rehabilitation of an affordable housing development or a housing development financed by CalHFA shall submit a written request to the Department of Housing and Community Development (HCD). The request shall include all of the following:
 - a. Documentation that some or all of the units will be rented or sold to lower income persons. This may be a contract with HCD or another affordable housing financing agency such as the California Tax Credit Allocation Committee (CTCAC), a commitment form provided by HCD and signed by the applicant, or some other legally enforceable instrument;
 - b. A summary of funding requirements associated with the timing of the permit process (if any); and,

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- c. A proposed timeline and summary of all critical dates associated with project approval and funding (if applicable).
2. HCD shall review requests to determine if a proposed development will provide housing for lower income persons as defined above. HCD will convey its determination to the applicant and the Department of Planning & Development Services (PDS).
3. After receiving a determination from HCD that a proposed development will provide housing for lower income persons, a PDS project manager shall be assigned to the project.
4. The PDS project manager shall evaluate the requested expedited permit process timeline and determine if the request is achievable. The PDS project manager shall prepare and authorize a project review schedule that incorporates reasonable expedited permit processing requests. The approved project review schedule shall identify the obligations of the applicant and the PDS staff assigned to the project. The approved project review schedule shall reference applicable federal, state, and local requirements associated with permit process.
5. The PDS project manager will distribute an expedited project review schedule to the applicant.
6. Whenever the review time indicated in the expedited project review schedule is exceeded, the PDS project manager will contact the appropriate party. Subsequently, within the means and within the reasonable use of discretion by PDS, the PDS project manager will:
 - a. Facilitate feasible corrective measures; and,
 - b. If necessary, authorize a revised expedited project review schedule.

Sunset Date

This policy will be reviewed for continuance by December 31, 2022.

Previous Board Action

5-17-77 (52)
6-12-79 (17)
10-30-84 (90)
10-18-88 (48)
12-8-98 (53)

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3-12-2002 (10)

04-07-09 (7)

09-25-12 (11)

12-15-15 (21)

CAO Reference

1. Housing and Community Development
2. Planning & Development Services