



Inclusionary Housing

Affordable Housing Plan

County of San Diego, Planning & Development Services

All applicants proposing to build ten (10) or more housing units must complete and submit this form with their application. No building permits will be issued nor any development approvals granted for housing projects that do not meet the Inclusionary Housing Ordinance requirements. *For official requirements, applicants must always refer back to the adopted Inclusionary Housing Ordinance (Zoning Ordinance Sections [6341](#) & [7430](#)).* Complete the first page and section 1. Complete additional sections as instructed.

PROJECT INFORMATION

Site Address: _____ APN(s): _____

Project Scope/Description: _____

Total number of residential dwelling units proposed: _____

PRIMARY CONTACT INFORMATION

Name: _____ Contact: _____

Address: _____ Email: _____

☐ I HEREBY CERTIFY THAT MY PROJECT SATISFLIES ALL INCLUSIONARY HOUSING REQUIREMENTS as demonstrated below.

☐ On behalf of the development proponent, I certify the responses on this form are accurate based on reasonable investigation, knowledge and belief. If the information recorded in this checklist changes in the course of the project, I will contact Planning and Development Services for further guidance. I understand this checklist is only a tool for gathering information relevant to the project. Approval or disapproval of the project will be determined based on applicable law and regulation.

Owner Name: _____

Signature: _____ Date: _____

Applicant Name: _____

Signature: _____ Date: _____

COUNTY STAFF USE ONLY

SUBMITTAL DATE:	PDS APPROVAL DATE:	HCDS APPROVAL DATE:	DGS APPROVAL DATE (if applicable):



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Section 1		
1a) EXEMPTIONS		
☐ 100% Affordable Housing Project - Project provides 100% of all units in the development including total units and density bonus units, but exclusive of a manager's unit(s), as Affordable Housing (up to 80% of the Area Median Income). Attach proof that the property will be deed-restricted affordable housing.		
☐ Size - Project has fewer than 10 units, excluding density bonus units and accessory dwelling units		
☐ None. If no exemption applies, complete the rest of Section 1.		
1b) RESIDENTIAL OR MIXED-USE PROJECT DETAILS		
☐ General Plan Compliant Project <ul style="list-style-type: none">☐ For Sale☐ For Rent☐ Mixed For Rent and For Sale		
☐ General Plan Amendment Project		
Number of housing units, excluding density bonus units or Accessory Dwelling Units (ADUs): _____		
1c) AFFORDABLE HOUSING SET-ASIDE REQUIREMENT (if not exempt per Section 1a)		
Check the box that correctly describes the amount of affordable housing included in the proposed project.		
<ul style="list-style-type: none">• General Plan Compliant, For Sale<ul style="list-style-type: none">☐ 5% Very Low-Income☐ 10% Low-Income☐ 15% Moderate-Income	<ul style="list-style-type: none">• General Plan Compliant, For Rent<ul style="list-style-type: none">☐ 5% Extremely Low-Income☐ 5% Very Low-Income☐ 10% Low-Income	<ul style="list-style-type: none">• General Plan Amendment Project<ul style="list-style-type: none">☐ 20% Low-Income
Based on the selection above, list the number of affordable units required: _____ Extremely Low-Income Units _____ Very Low-Income Units _____ Low-Income Units _____ Moderate-Income Units		
Note: Set-asides including fractional units at or above 0.5 will be rounded up to 1 extra unit. Total set-aside requirements below 0.5 unit may be rounded up to 1 unit or pay the in-lieu fee.		
1d) COMPLIANCE METHOD (if not exempt per Section 1a)		
☐ Build Affordable Housing Units Onsite - Project will include required set-aside units onsite. If you checked this box, complete Section 2. <ul style="list-style-type: none">○ If requesting incentives for building all required affordable units on-site, also complete Section 3.○ Complete Section 9 to provide building permit and final inspection/certificate of occupancy schedules. and/or		
☐ Alternative Compliance – Project requesting to use one or more of the options for alternative compliance. If you checked this box, complete Section 4 and the section(s) for each compliance method you indicate. <ul style="list-style-type: none">☐ Land Donation (Section 5)☐ Accessory Dwelling Units (ADUs) (Sections 6 and 9)☐ In-Lieu Fees (Sections 7 and 9)☐ Off-site Development (Sections 8 and 9)		



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Section 2	
Set-Aside Requirement	Initial Box to Confirm
To meet the set-aside requirement, the affordable units must meet all of the following:	
The units are labeled in the Plot Plan. Please attach completed Plot Plan.	
The units are comparable in exterior appearance and overall quality of construction to the market-rate units in the project.	
The units have interior finishes and amenities that are new, durable, and good quality.	
The units have the same amenities as the market-rate units, including the same access to and enjoyment of common open space, parking, storage, and other facilities and services, such as daycare, transportation, job training/employment services, and recreation.	
Amenities and services will include: _____	
The affordable units have a proportional mix of bedroom counts to the market-rate units:	
<p>Market-Rate Units Bedroom Counts:</p> <p>____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed.</p> <p>Average* number of market-rate bedrooms: _____</p> <p>*(Total # of market-rate bedrooms / Total # of market-rate units)</p> <p>Average market-rate unit square footage: _____</p> <p>Affordable Units Bedroom Counts:</p> <p>____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed.</p> <p>Average** number of affordable bedrooms: _____</p> <p>** (Total # of affordable bedrooms / Total # of affordable units)</p> <p>Average affordable unit square footage: _____</p>	
The units are dispersed throughout the housing development, on each floor, elevation, and section of the building(s) and throughout the site as shown on the attached Plot Plan.	
The units will have a signed affordability agreement with HCDS.	
The units will be issued building permits before 50% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	
The units will be issued occupancy final inspections before 75% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	

Section 3
Incentives - Projects that build the required affordable units onsite may qualify for incentives.
Please complete PDS 340 Incentives for Inclusionary, Affordable Housing, or Density Bonus Projects.
<p>_____ Number of Total Units</p> <p>_____ Number of Affordable Units</p> <p>_____ Percentage of Units Affordable, before density bonus added</p> <p>☐ Density Bonus - I would like to request up to double the state density bonus, up to 50% total.</p> <p>☐ Incentive - I would like to request 1 additional incentive.</p> <p> o Describe incentive requested: _____</p>

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<http://www.sdcountry.ca.gov/pds>

PDS-274 (10/22/2026)



Inclusionary Housing

Affordable Housing Plan

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Section 5

Section 5	
Alternative Compliance: Land Donation To meet the land donation requirement, the donated land must meet all of the following:	Initial Box to Confirm
The property is within one of the following areas: <ul style="list-style-type: none">☐ In the same Community Plan Area (CPA) as the project. CPA: _____☐ Within a High or Highest Resource Area as defined by the California Tax Credit Allocation Committee [MAP LINK HERE]☐ Within a VMT Efficient or Infill Area found to have less than significant VMT impacts<ul style="list-style-type: none">☐ [Unincorporated Area MAP LINK HERE]☐ [SANDAG Regional MAP LINK HERE]☐ Within a General Plan designated Village [MAP LINK HERE]	
Property APN for Land Donation: _____	
The property has a residential density that allows for the required number of set-aside units <ul style="list-style-type: none">• Number of affordable housing units required: _____• Property size (acres): _____• General Plan land use & density: _____• Zoning Designation: _____	
Allowable number of units on donated land: _____	
The property is zoned for multi-family residential development.	
The property has not been improved with any residential use in the past five years.	
The property is not environmentally constrained by any of the following: <ul style="list-style-type: none">• steep slopes (grade greater than 25%)• wetlands, floodway, or floodplain• prime farmland or farmland• conservation land/easements or habitat for protected species	
The donated land is of greater or equal value to the in-lieu fee applicable to the project on the date of the donation. For reference, complete Section 7 In Lieu Fees. In-Lieu Fee Value: \$ _____ Land Valuation: \$ _____ An appraisal report of the property that complies with the Uniform Standards of Professional Appraisal Practice (USPAP) and is prepared by a California Certified General license real estate appraiser establishing the “as-is” market value of the land is attached. County of San Diego is listed as an intended user.	
A Preliminary Title Report for the donated land is attached.	
The developer has site control with a lien-free title.	
The following are the property’s only encumbrances and easements: _____	

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Note: All encumbrances and easements that adversely impact the property's title must be remediated to the County's satisfaction prior to conveyance of the site. Anything that cannot be remedied must be approved by the County and factored into the estimated value of the interests proposed to be conveyed to the County.	
Utilities, including water, sewer, electric, and gas, are located on the property or on a site immediately adjacent to the property and identified on the Plot Plan. Please attach completed Plot Plan.	
The property meets one of the following requirements: <ul style="list-style-type: none">☐ The property has not previously contained hazardous materials.☐ The property previously contained hazardous materials that have been remediated. Evidence is attached that shows the cleanup was performed in accordance with applicable law. All recommendations based on the findings of an initial review of hazardous materials by DEHQ must be completed, including any potential Phase 1 or 2 Environmental Reports/Site Assessments.	
All property taxes and special taxes are paid at this time.	
All property taxes will be paid at the time of conveyance of the property to the County.	



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Section 6	
Alternative Compliance: Accessory Dwelling Units To meet the accessory dwelling unit requirement, the affordable units must meet all of the following:	Initial Box to Confirm
The Accessory Dwelling Units to be deed-restricted as Affordable are labeled in the Plot Plan. Please attach completed Plot Plan.	
The units are comparable in exterior appearance and overall quality of construction to the market-rate units in the project.	
The units have interior finishes and amenities that are new, durable, and good quality.	
The units will be for sale subject to the guidelines for the separate sale of ADUs as condos. Please fill out the Qualifications Guidance and Checklist for the separate sale of ADUs under AB 1033 here .	
The units are no more than 50% of the total required affordable housing units and are not rounded up to be over 50%. Percentage of set-aside satisfied by for sale ADUs: _____	
No more than 5 units are deed-restricted ADUs. Number of deed-restricted ADUs: _____	
The units have the same amenities as the market-rate units, including the same access to and enjoyment of common open space, parking, storage, and other facilities and services, such as daycare, transportation, job training/employment services, and recreation. Amenities and services will include: _____	
The units have a proportional mix of bedroom counts to the market-rate units. Market-Rate Units Bedroom Counts: ____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed. Average* number of market-rate bedrooms: _____ *(Total # of market-rate bedrooms / Total # of market-rate units) Average market-rate unit square footage: _____ Affordable Units Bedroom Counts: ____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed. Average** number of affordable bedrooms: _____ **(Total # of affordable bedrooms / Total # of affordable units) Average affordable unit square footage: _____	
The units are dispersed throughout the housing development, on each floor, elevation, and section of the building(s) and throughout the site as shown on the attached Plot Plan.	
The units will have a signed affordability agreement with HCDS.	
The units will be issued building permits before 50% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	
The units will be issued occupancy final inspections before 75% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	



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Section 7	
Alternative Compliance: In Lieu Fee To meet the in-lieu fee requirement, the project must meet all of the following:	Initial Box to Confirm
<p>The project will pay the appropriate in-lieu fee:</p> <ul style="list-style-type: none">☐ General Plan Compliant Project that will be for rent:<ul style="list-style-type: none">o Calculation: Total Interior Square Footage x \$18.69/sqft. x (0.95)☐ General Plan Compliant Project that will be for sale:<ul style="list-style-type: none">o Calculation: Total Interior Square Footage x \$21.37/sqft. x (0.90)☐ General Plan Amendment Project that will be for rent and/or for sale:<ul style="list-style-type: none">o Calculation: Total Interior Square Footage x \$41.82/sqft. x (0.80) <ul style="list-style-type: none">• Exclude from the calculation existing structures, accessory dwelling units, and additional units granted through density bonus.• For square footage, use total interior square footage per unit x number of units <p>Calculation:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>In lieu fees will be paid to cover this portion of the set-aside requirement</p> <ul style="list-style-type: none">☐ 50%☐ 100%☐ Other: _____	
<p>The fee will be paid for each unit before that unit receives a building permit and will not be deferred. Please complete Section 9 of this form to provide this schedule.</p>	



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Section 8	
Alternative Compliance: Off-site Development To meet the off-site development requirement, the affordable units must meet all of the following:	Initial Box to Confirm
The units are labeled in the Plot Plan. Please attach completed Plot Plan.	
The units are comparable in exterior appearance and overall quality of construction to the market-rate units in the project.	
The units have interior finishes and amenities that are new, durable, and good quality.	
The units have the same amenities as the market-rate units, including the same access to and enjoyment of common open space, parking, storage, and other facilities and services, such as daycare, transportation, job training/employment services, and recreation. Amenities and services will include: _____	
The units have a proportional mix of bedroom counts to the market-rate units. Market-Rate Units Bedroom Counts: ____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed. Average* number of market-rate bedrooms: _____ *(Total # of market-rate bedrooms / Total # of market-rate units) Average market-rate unit square footage: _____ Affordable Units Bedroom Counts: ____ of Studios ____ of 1 Bed. ____ of 2 Bed. ____ of 3 Bed. ____ of 4+ Bed. Average** number of affordable bedrooms: _____ **(Total # of affordable bedrooms / Total # of affordable units) Average affordable unit square footage: _____	
The units will have a signed affordability agreement with HCDS.	
The units will be issued building permits before 50% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	
The units will be issued occupancy final inspections before 75% of the market-rate units. Please complete Section 9 of this form to provide this schedule.	
The units will be built within one of the following areas: ☐ In the same Community Plan Area as the project. CPA: _____ ☐ Within a High or Highest Resource Area as defined by the California Tax Credit Allocation Committee[MAP LINK HERE] ☐ Within a VMT Efficient or Infill Area found to have less than significant VMT impacts <ul style="list-style-type: none"> ○ [Unincorporated Area MAP LINK HERE] ○ [SANDAG Regional MAP LINK HERE] ☐ Within a General Plan designated Village [MAP LINK HERE] Property APN: _____	



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Section 9

Provide a schedule of when each unit will be issued building permits. Identify which units will be affordable. All affordable units must be issued building permits before 50% of the market-rate units. In-lieu fees must be paid for each unit before it is issued a building permit. Fees may not be deferred.

Provide a schedule of when each unit will be issued occupancy final inspection. Identify which units will be affordable. All affordable units must be issued occupancy final inspections before 75% of the market-rate units.
