



COMMUNITY DEVELOPMENT

SUBJECT: COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT POLICY ON EXPEDITED PERMIT PROCESSING FOR AFFORDABLE HOUSING PROJECTS

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By Council directive, as of **September 1, 2003**, it will be a policy of the Community and Economic Development Department (CEDD) to provide expedited permit processing for qualifying affordable housing developments (Resolution 2423 as amended by Resolutions 2428 and 2502). The purpose of this memo is to provide updated information on this policy.

ELIGIBILITY CRITERIA

Developments that meet the Bend Development Code definition of Affordable Housing with a signed agreement with the Housing Department qualify.

PROCESS FOR EXPEDITED PERMITTING

Affordable housing projects must be qualified by the City's Housing Department before the project can receive expedited permit processing. A memo or other form of written notice ("notice memo") will be prepared for all residential and commercial projects that qualify for the expedited process. That memo or other written notice will be provided to the applicant and will be forwarded to the Development Services Division within CEDD.

For affordable housing projects that are considered commercial per building code (3 or more units on a lot), the following mandatory meetings must be held with the Developer and the appropriate City Staff. (Meeting requirement may be waived by Dev Services staff.) The purpose of these meetings is to determine the critical project milestones, required City processes, code analysis questions and key contacts. These meetings should be coordinated either through the Department's Development Services Division or through the applicable division (with notification to Development Services):

- Planning Applications – A Pre-Application Meeting is required
- Building Permits – A Permit Pre-Submittal meeting is required
- Engineering Applications – A Pre-Submittal meeting may be required

When the applicant submits a qualifying project for review, the notice memo must be submitted at the time of application. The staff person accepting the application will flag the project as an affordable housing project in the City's systems. **Contact the Development Services Division at 541-388-5580 if your memo did not get submitted with the application.**

Required Timelines

Once a project has been qualified, the following timelines for permitting will be initiated by the City:

Planning Applications

- For Type I applications, a decision will be written within 15 days of the date of submittal of a **complete** application.
- For Type II applications, a decision will be written within 40 days of the date of submittal of a **complete** application.
- For Type III applications, an independent schedule will be determined based on the complexity of the project.
 - Please note that only Type III applications that are subject to the 120-day review period per Oregon land use law will be expedited. Type III applications not subject to the 120-day review period such as master plans will be assigned a staff team to provide project support.

Building Permit Applications

Residential (1&2 family)

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will be completed by all divisions within 10 business days. Subsequent corrections will be reviewed within 5 business days of being submitted. Voluntary revisions are not expedited and will be reviewed within standard timelines of residential projects. The application will be returned to the applicant to pay permit fees within 2 business days of review approvals by all departments and the permit will be issued the business day following the fees being paid
- Once the permit is issued, inspections and Certificate of Occupancy processes will follow Standard Department policies and no special exceptions will be provided.

Commercial (3 or more units **on a lot**) – Including Site Improvement Plans

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will start within 5 business days but no later than 10 business days by all divisions. Date of first review completion is dependent on the complexity of the project. Subsequent correction reviews will be started within 5 business days but no later than 10 business days of being submitted. Voluntary revisions and deferred submittals are not expedited and will be reviewed within standard timelines of commercial projects. Project issuance is dependent on the complexity of the project.
- Once the permit is issued, inspections and Certificate of Occupancy processes will follow standard Department policies and no special exceptions will be provided.

Engineering Applications

Infrastructure Applications

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will start within 15 business days but no later than 20 business days by all divisions. Date of first review completion is dependent on the complexity of the project. Subsequent corrections reviews will be started within 15 business days but not no later than 20 business days of being submitted. Voluntary revisions and deferred submittals are not expedited and will be reviewed within standard timelines of commercial projects. Project issuance is dependent on the complexity of the project.

All Engineering Applications **except** for Infrastructure Applications

- Once any deficiencies on the application and/or plans have been addressed through prescreening, review will start within 10 business days but no later than 15 business days by all divisions. Date of first review completion is dependent on the complexity of the project. Subsequent corrections reviews will be started within 10 business days but not no later than 15 business days of being submitted. Voluntary revisions and deferred submittals are not expedited and will be reviewed within standard timelines of commercial projects. Project issuance is dependent on the complexity of the project.