

EXPEDITED REVIEW AND PERMITTING PROGRAM FOR INCOME-QUALIFIED HOUSING

Purpose

The City of Bend is committed to increasing the supply of housing that remains affordable to income-qualified households. To support this goal, the City offers incentives for developments that include income-qualified housing secured through deed restrictions.

One such incentive is outlined in Administrative Policy **CI-0501**, which establishes the eligibility criteria for expedited review and permitting. Projects that meet the policy requirements may qualify for expedited review and permitting based on the inclusion of qualifying affordable housing units.

The City of Bend recognizes that expedited review and permitting reduces development timelines and carrying costs such as interest, property taxes, and other financing-related expenses. Prioritizing applications that include income-qualified housing with long-term affordability restrictions improves project feasibility and supports the City's housing affordability goals.

Eligibility

Projects must be qualified by the City's Housing Division before they can receive expedited review and permitting. Once a project is qualified, an approval letter will be provided by the Housing Division to the applicant.

Before submitting any applications, it is highly recommended that a no-cost Pre-Application meeting is held with staff from the Planning Division, Private Development Engineering Division, and Fire Department. The purpose of these meetings is for the applicant to outline the conceptual project and to discuss with staff any questions or concerns to ensure a smoother review process.

When an application for a qualifying project is made, the applicant must upload the approval letter to the application in order to receive expedited review and permitting. The Development Services Division within the Community Development Department can assist with any questions or issues with submitting the approval letter.



Expedited review and permitting services are subject to the availability of sufficient staffing and departmental resources at the time of application.

Timelines

Once a project has been qualified, the following timelines for review and 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 will be reviewed within 10 business days once through prescreening. 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 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 10 business days of being submitted. Voluntary revisions and deferred submittals will be reviewed within 20 business days once through prescreening. 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 no later than 20 business days of being submitted. Voluntary revisions will be reviewed within 15 business days but no later than 20 business days once through prescreening. 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 will be reviewed within 10 business days but no later than 15 business days once through prescreening. Project issuance is dependent on the complexity of the project.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.