

## APPLICATION FOR REDUCTION OR SUBSIDIZATION OF BUILDING PERMIT FEES AND SEWER CONNECTION FEES FOR AFFORDABLE HOUSING DEVELOPMENTS

### Submittal Information

Pursuant to Statutes of Nevada 2019, enacted by the Nevada Legislature by passage of Senate Bill No. 103 (NRS 278.235(1)(a) and (2)) the city is enabled with the ability to reduce or subsidize in whole or in part impact fees, fees for the issuance of building permits collected pursuant to NRS 278.580 and fees imposed for the purpose for which an enterprise fund was created to assist in maintaining or developing a project for affordable housing.

Applications can be submitted electronically to the City of Reno Housing and Neighborhood Development Division ([housing@reno.gov](mailto:housing@reno.gov)). Following staff review, a Reno City Council public hearing will be scheduled within three (3) months of application receipt and a determination made by the Reno City Council on whether or not reducing or subsidizing the fees will adversely impair the ability of the city to pay, when due, all interest and principal on any outstanding bonds or any other obligations, for which revenue from such fees was pledged.

**Submit application materials to:** [housing@reno.gov](mailto:housing@reno.gov)

**Questions:** For questions regarding this application, please contact City of Reno staff at [housing@reno.gov](mailto:housing@reno.gov) or by calling 775-334-2578.

### Project Eligibility

When the incomes of all the residents of the project for affordable housing are averaged, the housing would be affordable on average for a family with a total gross income that does not exceed 60 percent of the median gross income for Washoe County based upon the estimates of the United States Department of Housing and Urban Development of the most current median gross family income for Washoe County.

### Additional Requirements

- (1) An annual report shall be provided by HAND staff to the City Manager. The applicant or property manager verifying compliance with all of the requirements specified in RMC 1.08 shall submit the annual report by July 1<sup>st</sup> of every year. The annual report shall be e-mailed to [housing@reno.gov](mailto:housing@reno.gov).
- (2) All applicable building permits (i.e. grading, building, etc.) associated with fee reduction shall be obtained within 24 months of the date of approval of any reductions by city council or the approval shall expire. An applicant may reapply following the expiration of an approval.
- (3) The income restriction(s) must remain in effect for 20 years or the reduced fee(s) will be reinstated and assessed on the property by recordation of a lien.
- (4) A deed restriction or similar property restriction will be recorded against the property.



Applicant Contact Information

Name: Housing Authority City of Reno  
Address: 1525 E. 9th Street  
City/State/Zip: Reno, NV. 89512  
Phone Number: 775-329-3630  
E-mail Address: HLOpez@renoha.org

Owner Contact Information

Name: Housing Authority City of Reno  
Address: 1525 E. 9th Street  
City/State/Zip: Reno, NV.  
Phone Number: 775-329-3630  
E-mail Address: HLOpez@renoha.org

Project Information

Project name: Dick Scott Manor  
Project address: 1035 E. 8th Street  
Project APN: 008-164-20  
Total number of units in project: 12  
Total number of affordable units in project: 12



Development Timeline

Has development closed on financing?  Yes  No

If no, when is financing scheduled to close?

No financing required

Has project applied for building permits?

Yes (date applied: 1/09/2023 and permit number BLD23-06434E and BLD23-07004E)

No (when anticipated to submit for building permits: \_\_\_\_\_)

Anticipated construction start date: 04/13/2023

Anticipated construction completion: 03/30/2024

Application Submittal Requirements and Criteria

- (1) Provide a detailed written narrative of the project and include information on project summary, project location, building height and number of stories, phasing plans, project demographic, development schedule, affordability breakdown, etc.
- (2) Provide signed and notarized owner and applicant affidavits.
- (3) In order to allow the reduction or subsidization, the City has adopted criteria that a project must satisfy to receive assistance in maintaining or developing the project for affordable housing. Provide all documentation supporting the applicable request and check one of the three criteria listed below (A through C) that the project will meet.
  - A. Project provides housing for families with an average total gross income not exceeding 60 percent of the area median income (AMI) for Washoe County, and is eligible to receive a 75 percent reduction in the associated fee(s) for those units at or below 60 percent of the AMI.
    - A1. This project is also eligible to receive an additional 10 percent reduction because the project is located within ¼ mile of a bus rapid transit route; or
    - A2. This project is within a Mixed Use area or within one mile of an Employment Area, as identified within the Structure Plan of the City of Reno Master Plan.
  - B. Project provides housing for families with an average total gross income not exceeding 50 percent of the AMI for Washoe County, and is eligible to receive a 100 percent reduction in the associated fee(s) for those units at or below 60 percent of the AMI.

- C. Project provides housing for families with an average total gross income not exceeding 30 percent of the AMI for Washoe County or 100 percent of the units being affordable for 50 percent of the AMI for Washoe County, and is eligible to receive a 100 percent reduction in the associated fees.

(4) How many units will be affordable based on the criteria listed above?

12

(5) What is the total dollar amount of fees that you are requesting a reduction?

Building permit fees: \$14,202.00

\*Sewer connection fees: \$65,340.00

**\*Please note, approval of fee reduction does not guarantee sewer connection or capacity is readily available.**



**OWNER AFFIDAVIT**

I am the owner/authorized agent of the property involved in this petition and that I authorize \_\_\_\_\_ (name) to request an affordable housing reduction and subsidization of fees on my property. This authorization is inclusive of Assessor Parcel Numbers \_\_\_\_\_

Executed on April 20, 2023, in Reno Nevada  
(date) (City) (State)

  
Signature

DOUGLAS THORNLEY  
Printed Name

STATE OF NEVADA )  
 ) ss  
COUNTY OF WASHOE )

On this 20 day of April, 2023, Doug Thornley (name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.



  
Notary Public

**APPLICANT AFFIDAVIT**

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for an affordable housing reduction and subsidization of fees request.

Executed on 1/26/2023, in Reno Nevada  
(date) (City) (State)

Company: Reno Housing Authority  
Name: Hilary Lopez, Ph.D.  
Title: Executive Director  
Signed: *Hilary Lopez*

STATE OF NEVADA )  
 ) ss  
COUNTY OF WASHOE )

On this 20 day of April, 2023, Hilary Lopez  
(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

*Lindsay Dobson*  
Notary Public

