



## **AFFORDABLE HOUSING REQUIREMENTS AND WORKSHEET**

Community Development • Planning & Building  
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Hours: 7:30 a.m.–3:30 p.m., M–Th

### **AFFORDABLE HOUSING REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT IN THE CITY OF ALAMEDA**

#### **What is the Affordable Housing Requirement in the City of Alameda?**

The City of Alameda requires that at least 25 percent of all new or rehabilitated units in the West End Community Improvement Project (WECIP), the Business and Waterfront Improvement Project (BWIP) and the Alameda Point Improvement Project (APIP) redevelopment areas be made affordable to low or moderate income households.

At least 6 percent of total units are to be made affordable to very low income households. The remaining affordable units must be targeted to low and moderate income households. Income limits for the Oakland Primary Metropolitan Statistical Area as published by the Department of Housing and Urban Development (HUD) should be used for purposes of determining qualified households to occupy the affordable units. Units must remain affordable for at least 59 years.

The City requires that at least 15 percent of all new units constructed outside redevelopment areas be made affordable to low or moderate income households.

#### **Is my project subject to this requirement?**

The City of Alameda adopted a Housing Element on May 6, 2003, which sets forth the above requirements. The Housing Element also includes a policy to require developers to construct required housing units for low and moderate income households within their projects.

The City of Alameda's Community Improvement Commission (CIC), per State law, adopted an Inclusionary Housing Compliance Plan in 1993, which states that each developer will be responsible for meeting affordability requirements in their development. If your project is undergoing substantial rehabilitation and is a multifamily rental project of three or more units within a redevelopment area, it is also subject to this requirement.<sup>1</sup>

#### **What is the process to meet this requirement?**

As part of your project's initial Planning Application, you must submit an Affordable Housing Plan, which will be reviewed by Development Services Department staff. Pending staff comments and revisions, the Plan will be sent to the CIC for consideration as part of the overall project approval. Please use the following worksheet as the first page of the Plan, and attach the narrative and site map as explained on the worksheet.

Exhibit 2  
Item 5-B, January 27, 2025  
Planning Board Meeting

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<sup>1</sup> "Substantial rehabilitation" is defined as rehabilitation, the value of which constitutes 25% of the after rehabilitation value of the dwelling, inclusive of land value.

### **What are the guidelines to follow in developing my Affordable Housing Plan?**

The following guidelines must be adhered to:

- Affordable units shall be integrated throughout the project. Affordable units shall be no smaller than the smallest market rate units and shall be indistinguishable from market rate units insofar as floor plan and exterior finish. If developing duplexes or duets for affordable units, market rate duplex or duet units shall also be developed.
- Units at different income levels shall be dispersed throughout the project.
- Affordable units shall contain quality interior finish materials. Developers should be aware that purchasers of affordable units will not have the option to purchase upgrades.
- The City encourages developers to make affordable units accessible or adaptable for persons with physical limitations of all types.
- All maintenance costs for roads, landscaping and lighting must be incorporated into homeowner association dues and/or a special assessment district. Purchasers of affordable units shall not be expected to sign private maintenance agreements. Homeowners may be expected to maintain their home, driveway and yard at their own expense.
- Affordable units must remain affordable for a minimum of 59 years. The proposed mechanism to ensure continuing affordability shall be described in the Plan.
- The City encourages developers to use a lottery to select buyers for the affordable units. If a different selection process is proposed, this shall be described in the Plan.

**It is the responsibility of the Community Improvement Commission to ensure compliance with these Inclusionary Housing requirements. Please use the attached Affordable Housing Plan worksheet to develop your Plan, which you should submit to the Planning Department with your Planning Application. If you have questions or need additional information, please call the Housing Authority at (510) 749-5800.**

## AFFORDABLE HOUSING PLAN WORKSHEET

### 1. DEVELOPER INFORMATION

Developer/Contact Name: \_\_\_\_\_  
 Developer Address: \_\_\_\_\_  
 Developer City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. PROJECT INFORMATION

Project Address/Location: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Time frame for project completion: \_\_\_\_\_  
*If Renter Occupied, provide Owner/Manager Information:*  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone \_\_\_\_\_ Email: \_\_\_\_\_

#### Planned Tenancy

- Renter Occupied  
 Owner Occupied

#### Type of Construction

(Choose one)

- New Construction  
 Substantial Rehabilitation

### 3. AFFORDABILITY PLAN:

a) **Unit Schedule Description** Identify the following:

	Very Low Income		Low Income		Moderate Income		Market Rate		TOTAL UNITS
	Number	Size of Unit	Number	Size of Unit	Size of Unit	Size of Unit	Number	Size of Unit	Number
Studio									
One Bdrm									
Two Bdrm									
Three Bdrm									
Four Bdrm									
Other: _____									
<b>Total Units</b>		N/A		N/A		N/A		N/A	

b) **NARRATIVE:** Attach project description including how affordable housing plan adheres to the adopted guidelines. Describe accommodations for accessibility and buyer selection process.

c) **SITE MAP:** Attach conceptual site map with *location of affordable units at various income levels clearly marked.*

### 4. SIGNATURE of person authorized to bind an agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone