



DEVELOPMENT SERVICES – URBAN DESIGN & PLANNING

Affordable Housing Development Plan Guidance Document and Affordable Housing Development Plan Template

Revision: 05/30/2023

AFFORDABLE HOUSING DEVELOPMENT PLAN GUIDANCE DOCUMENT

The purpose of this guidance document is to help facilitate the preparation of the affordable housing development plan ("Plan"). The Plan is to be included with your Development Permit Application to the Development Review Committee to ensure compliance with Section 47-23.16-Affordable Housing Regulations.

For your convenience, a Sample Plan (below) is provided to illustrate the content of what an ideal Affordable Housing Plan should contain. An Explanation of each question is provided detailing what information is required. The sample responses are based on a fictitious project. The following link provides the most up-to-date Median Family Income (MFI) Limits ([click here](#)).

Each plan will be different, just as each project will be different. It is recommended that you read through the Sample Plan before proceeding to complete your Plan using the template document provided.

1) **A description of the development, including whether the development will contain residential units for rent or for sale:**

Explanation: Descriptions should include a summary of the project and provide the total number of residential units, amenities, and other notable features and/or elements that aid the development in supporting affordable housing efforts. A summary should include a breakdown of rental units, for sale units, or a combination of both, proposed in the project. Other applicable information includes funding sources, such as Community Redevelopment Agency funding, federal or state grants and public private partnerships, as well as the intended demographic or population, i.e., senior housing, formally adjudicated, chronically homeless, etc.

Sample Plan: Fictitious in the City of Fort Lauderdale is a proposed residential development project that will be located in the heart of the Northwest Regional Activity Center (NWRAC). The Development will comprise a total of 80 rental units. 10% of the residential units (or 8 units) will be leased as affordable housing units in accordance with the City's affordable housing regulations. Of the 8 affordable units, 5% will be leased to renters earning up to 80% of Median Family Income (MFI) and 5% will be leased to renters earning up to 100% of MFI. The remaining 72 units will be leased as market rate residential. The proposed "mix" in this Development is consistent with the priorities outlined in the City's Master Plan for the NWRAC. This Development will be financed using a mix of private lending institutions, along with public funding from both the City of Fort Lauderdale and Florida Housing Finance Authority to subsidize the development of the affordable housing units. Amenities in the Development will include a pool, clubroom/game room, state of the art fitness center, key fobbed building entrance, onsite property management and onsite laundry facilities. All 80 units in the Development will have equal access to all on-site amenities. The Development will accommodate individuals and or households of no more than 3 persons.



2) The total number of market-rate units and affordable housing units:

Explanation: Responses should provide a comprehensive understanding of the total residential unit mix of the proposed project. This includes a detailed breakdown of the number of market-rate units and affordable units. Affordable units are those dwelling units for which the sale or rental is restricted to a person or household with a gross annual income that does not exceed one hundred twenty percent (120%) of the median family income (MFI).

Sample Plan: The proposed Development will contain 72 market-rate residential units and 8 affordable housing units. The tenants of four (4) affordable units must all have incomes that do not exceed 80% of the median family income (as published annually by the City of Fort Lauderdale); while the tenants of the remaining four (4) affordable units must all have incomes that do not exceed 100% of median family income.

Unit Mix	# of Units	% of Total
Market Rate	72	90%
Affordable	8	10%
Total Units	80	100%

3) The number of bedrooms in each market-rate unit and each affordable unit:

Explanation: In this section, it is necessary that your Plan provide a breakdown of the bedroom count for the total residential units in your proposed project. The bedroom count should be broken down by market rate and affordable units, with the income level of each affordable housing unit, based on unit size.

Sample Plan: Within the proposed Development, there are a total of 10 studio apartments, 58 one-bedroom apartments and 12 two-bedroom apartments. The breakdown of the 80 units is as follows:

Unit Mix	# of Market Rate Units	# of Affordable Units	Total # of Units	% of Total
Studio	8	2	10	12.5%
1 Bedroom	53	5	58	72.5%
2 Bedrooms	11	1	12	15%
Total	72	8	80	100%

Affordable Units				
Income level	Studio	1 Bedroom	2 Bedrooms	Total # of Units
80%	1	3	0	4
100%	1	2	1	4
Total	2	5	1	8



4) The square footage of each market-rate unit and of each affordable unit measured from the interior walls of the unit and including air-conditioned and non-air-conditioned areas:

Explanation: Provide a detailed breakdown of the square footage of each market-rate unit and each affordable unit. The square footage is to be measured from the interior walls of the unit and including air-conditioned and non-air-conditioned areas. This is best represented in a table format as shown in the example above.

Sample Plan: All 80 residential units (market rate and affordable) being developed will be consistent in size. The distinction in the square footage will only be attributed to the bedroom and bathroom count of the units. Below is a breakdown between the proposed studio, 1-Bedroom, and 2-Bedroom unit types:

Unit Type	Unit Name	Unit Area in SF		Total Unit Area in SF	Unit Total by Name	Unit Total by Type	% Unit Type
		A/C	Non-A/C				
STUDIO/ 1 BATH	S1-ADA	434	0	434	6	10	12.50%
STUDIO/ 1 BATH	S2	420	0	420	4		
1 BED / 1 BATH	A1	494	0	494	10	58	72.00%
1 BED / 1 BATH	A2	591	0	591	9		
1 BED / 1 BATH	A3-ADA	591	0	591	9		
1 BED / 1 BATH	A4	657	37	694	20		
1 BED / 1 BATH	A5	703	49	752	6		
1 BED / 2 BATH	A6-UFAS	705	49	754	4		
2 BED / 2 BATH	B1-ADA	810	0	810	7	12	15.00%
2 BED / 2 BATH	B2	857	0	857	5		
Total Units in Project – All Types						80	100.00%



5) The location in the development of each market-rate and affordable housing unit:

Explanation: In this section, the description must clearly indicate the physical distribution of the residential units throughout the project. Your narrative description may provide specific details as to how units will be distributed within the development, or you may simply indicate the location of each affordable unit type on the architectural plans.

Sample Plan: Fictitious will be developed in cohesive fashion where all residential units will have comparable fixtures and finishes. Additionally, the designated affordable units will be evenly distributed on each floor of the building and indistinguishable from the market rate units. The location of each unit type is best shown on the architectural plans which are attached.

6) If construction of dwelling units is to be phased, a phasing plan stating the number of market-rate and affordable housing units in each phase:

Explanation: This section is necessary to demonstrate any phasing of the proposed development process. If the project is to be phased, your description in this section must indicate the details of the phasing plan, including estimated timeframes to complete and should include the number and type (i.e. market rate or affordable) of units to be completed during each phase.

Sample Plan: Construction of the overall Development will be phased; however, all residential units will be constructed simultaneously. The construction of this Development will be done in two phases:

Phase 1 (24 months) - All residential units (including affordable units) pool and laundry facility.

Phase 2 (12 months) - Clubroom/game room and fitness center.



7) The applicant shall provide the following:

For Sale Housing Units:

- The estimated sale price of Affordable Units based on each income category.

For Rental Housing Units:

- Total monthly rent including common area (shared) charges, and utility costs. (note: estimate shall not include cable, telecommunications, and WI-FI)

Explanation: The affordability plan provides a thorough understanding of the entirety of the housing related expenses a buyer/tenant of your Development will incur. The calculations are only to be provided for the affordable units within your Development. The calculations must factor the household size, the bedroom count, and the most recently published income limits.

For Sale Units | Sales Price Limits

Income Limit	Studio	1-bedroom	2-bedroom
80% AMI	\$140,828	\$167,422	\$194,016
100% AMI	\$187,367	\$220,610	\$253,852

Reference the annually updated For Sale Calculator provided by City Staff

Rental Housing Units | Maximum Rental Rate Based on Number of Bedrooms

Income Limit	Studio	1-bedroom	2-bedroom
80% AMI	\$1,232	\$1,320	\$1,584
100% AMI	\$1,540	\$1,650	\$1,980

Reference the HUD MFI Guidelines for Rental Rate Limits

Sample Plan: The affordability plan for the 8 units that will be set-aside for tenants earning no more than 100% Median Family Income is as follows:

Units at 80% of MFI:

Unit Mix	Base Rent	Shared Utilities	Amenities Charges	Total Housing Expense
Studio	\$997	\$85	\$150	\$1,232
1 Bedroom	\$1,080	\$90	\$150	\$1,320
2 Bedrooms	\$1,334	\$100	\$150	\$1,584

Units at 100% of MFI:

Unit Mix	Base Rent	Shared Utilities	Amenities Charges	Total Housing Expense
Studio	\$1,305	\$85	\$150	\$1,540
1 Bedroom	\$1,410	\$90	\$150	\$1,650
2 Bedrooms	\$1,730	\$100	\$150	\$1,980



8) A proposed marketing plan to promote the sale or rental of the affordable units within the development to eligible households.

Explanation: The proposed marketing plan description provides the Developer's approach to marketing the "affordable" residential units. It should be noted that the marketing plan for the affordable units should be different than your standard marketing plan for market-rate units. The reviewer will evaluate the proposed marketing and outreach plan to determine compliance with applicable laws and regulations governing fair and equitable housing.

Sample Plan: Fictitious will employ a traditional marketing plan which will include social media, online and print advertising. To ensure compliance with Fair Housing Laws, particularly regarding the leasing of the affordable units, the Developer will engage an affordable housing consultant that will broker relationships with the local housing authority and other agencies to ensure outreach, eligibility screening, and consistent leasing with all tenants of the Development. Attached to this Affordable Housing Plan are the Developer's leasing policies that will be followed during lease-up.





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Affordable Housing Development Plan Template

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Instructions for Completing the Affordable Housing Plan

Before completing the Affordable Housing Development Plan ("Plan"), please review the Guidance Document above containing explanations of each question and sample plan responses. The template below is intended to be completed by the Developer of the proposed affordable housing project.

Fill in responses to each section in the text box provided. The Plan Template must be filled out accurately and completely. Indicate N/A if does not apply.

The Affordable Housing Development Plan is to be submitted with the Site Plan Application and is required to be approved by Urban Design and Planning and the City Attorney's Office during the DRC review process.

Developer Contact Information

Development Name:	
Development Address:	
Developer Name:	
Authorized Agent:	
Phone Number:	
Email Address:	
Submission Date:	
Application Case No.	

Please proceed to the following pages to complete the application.



1) A description of the development, including whether the development will contain residential units for rent or for sale:

2) Total number of market-rate and total affordable units:

Unit Mix	# of Units	% of Total
Market Rate		
Affordable		
Total Units		



3) The number of bedrooms in each market-rate unit and each affordable unit:

Unit Mix				
Unit Mix	# of Market Rate Units	# of Affordable Units	Total # of Units	% of Total
Studio				
1 Bedroom				
2 Bedrooms				
3 Bedrooms				
4 Bedrooms				
5+ Bedrooms				
Total Bedrooms				

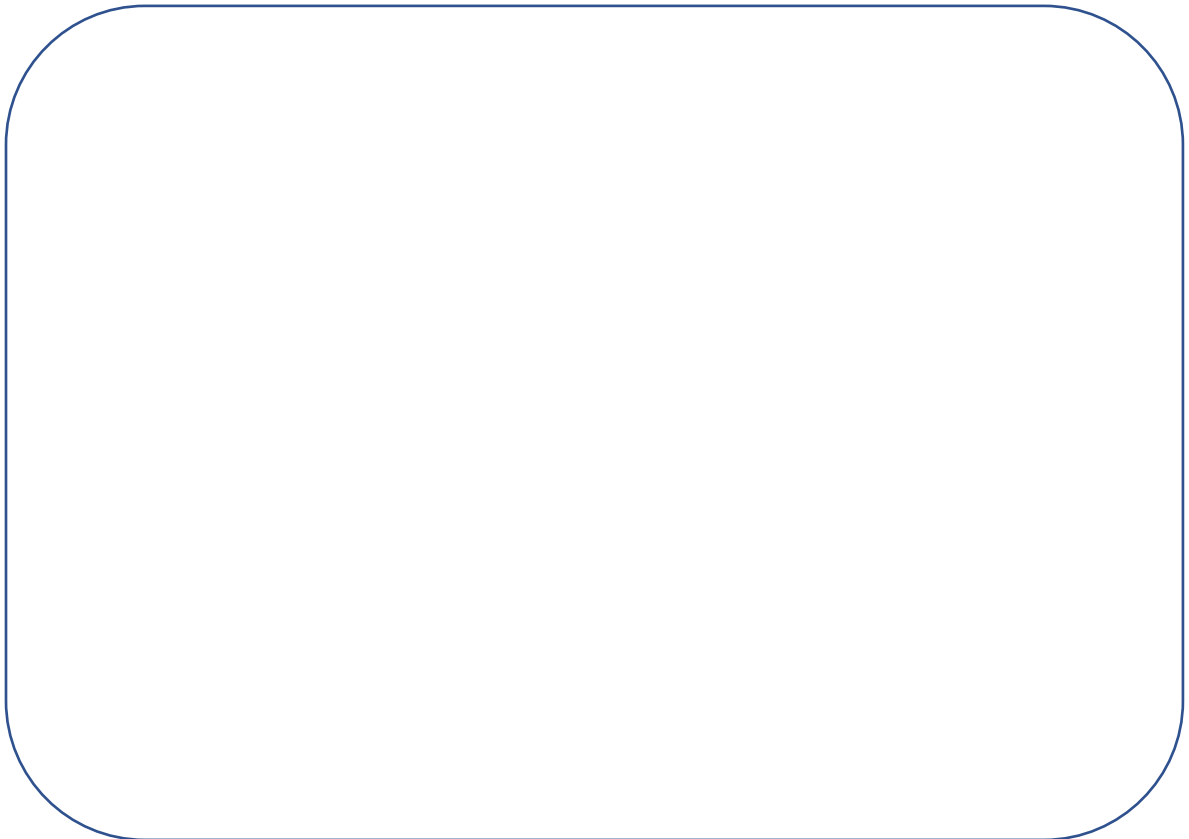
Affordable Units				
Income level	Studio	1 Bedroom	2 Bedrooms	Total # of Units
80%				
100%				
Total				



5) The location in the development of each market-rate and affordable housing unit:



6) If construction of dwelling units is to be phased, a phasing plan stating the number of market-rate and affordable housing units in each phase:



7) The applicant shall provide the following:

For Sale Housing Units:

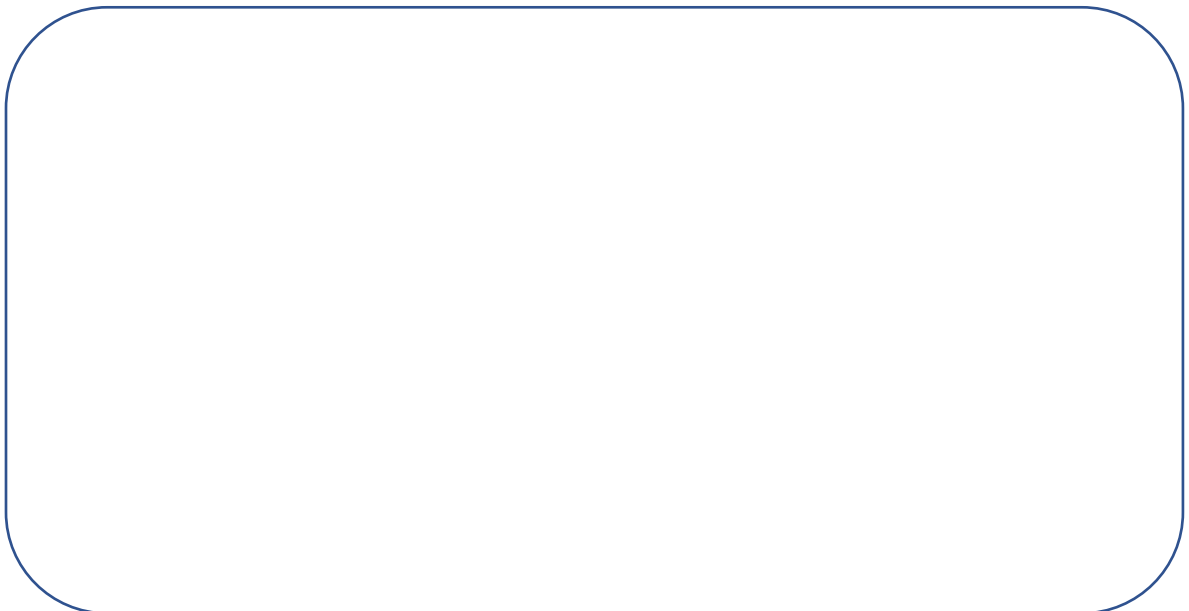
- The estimated sale price of Affordable Units based on each income category.

For Rental Housing Units:

- Total monthly rent including common area (shared) charges, and utility costs.
(note: estimate shall not include cable, telecommunications, and WI-FI)



8) A proposed marketing plan to promote the sale or rental of the affordable units within the development to eligible households:



Additional space: Please indicate which question you are answering in the blank space.

A large, empty rounded rectangular box with a thin blue border, intended for the user to provide an answer to a question. The box is vertically oriented and occupies most of the page's width and height.