

**POLICY FOR CITY PREVIEW OF APPLICANT REQUESTS FOR RESOLUTIONS OF  
LOCAL SUPPORT TO THE OKLAHOMA HOUSING FINANCE AGENCY FOR  
AFFORDABLE HOUSING TAX CREDITS**

This policy is adopted by the Mayor and Council of The City of Oklahoma City on April 10, 2007. All previous policies concerning the process of City review of applicant requests for Resolutions of Local Support to the Oklahoma Housing Finance Agency for Affordable Housing Tax Credits are superseded by this policy.

**SECTION 1. Resolution of Local Support Application Requirements.**

The applicant shall submit a completed APPLICATION FOR RESOLUTION OF LOCAL SUPPORT (attached) to the City at the City Planning Department Community Development Division, 420 West Main St., Suite 920 Oklahoma City, OK 73102:

- A) The APPLICATION FOR RESOLUTION OF LOCAL SUPPORT (Application) requires the applicant to provide:
1. the names, business addresses and telephone numbers of the applicant and the applicant's designated contact person in regard to the proposed development;
  2. the legal description or street address of the proposed development;
  3. whether the development is new construction or rehabilitation and/or substantial rehabilitation;
  4. the maximum number of units proposed;
  5. the number of rent restricted units along with a housing unit breakout showing unit type, size and proposed rent structure;
  6. the cycle and year in which the tax credit application may be considered by the OHFA trustees for an award of a tax credit allocation; and\
  7. the month in which the applicant reasonably expects the application to be heard by the OHFA Trustees.
  8. project description including preliminary site plans and building elevations on new construction or substantial rehabilitation projects.
  9. documentation demonstrating control of the proposed project site that may include title or option to purchase.
  10. documentation of the project's zoning requirements and evidence that proper zoning is in place at the time the Resolution of Local Support application is submitted. Denial of the application will result if proper zoning is not in place at the time of submission.

11. Microsoft Word or Excel document as well as a printed document that identifies the names and mailing addresses of all property owners within a 300-foot radius of the exterior boundary of the proposed project with the radius extended if necessary by increments of 100 linear feet until the list of property owners includes not less than 15 individual property owners of separate parcels or until a maximum radius of 1,000 feet has been reached. The applicant must attest that the ownership listing is true and correct unless the listing is certified by the Oklahoma County Assessor or an abstract company.

12. Documentation of a public meeting as described in Section 1 (B) below.

13. A filing fee of \$300.00

B) Prior to submitting the Application, the applicant shall hold and document a public meeting as follows:

- 1) The meeting shall be held at a convenient time and a convenient public location in the project's general vicinity.
- 2) The meeting shall address at minimum project information required by Section 1 (A) (1-7) above as well as any public questions or concerns.
- 3) The applicant shall provide written notice at least 20 days prior to the meeting to property owners within a 300-foot radius of the exterior boundary of the subject property with the radius extended if necessary by increments of 100 linear feet until the list of property owners includes not less than 15 individual property owners of separate parcels or until a maximum radius of 1,000 feet has been reached.
- 4) Written notice shall include at minimum the meeting date, time, place and purpose.
- 5) Evidence of written notice shall be submitted with the Resolution of Local Support application. Such evidence should include receipts of mailing, or a signed certification from the applicant attesting to the mailing, and copies of the mailing list and notification.
- 6) The applicant shall provide notice of the meeting to staff in the office of City Planning's Community Development Division at least 20 days prior to the meeting.
- 7) The applicant shall contact the applicable neighborhood or homeowners association in the vicinity of the project or the pertinent agency comprising an alliance of neighborhood organizations (such as Neighborhood Alliance; Possibilities; South Council of Neighborhoods, etc.) in attempt to inform neighborhood members living outside the mailing notification area.

- 8) The applicant shall submit with its application for Resolution of Local Support evidence that said meeting took place. Evidence may include but is not limited to sign-in sheets or an applicant certification.

## **SECTION 2. Application Review.**

The City Planning Department, upon receipt of all items set forth in Section 1, shall review the application and the proposed project and determine whether or not the proposed project complies with the provisions of the Planning and Zoning Code and is in conformance with the terms of the OKC Comprehensive Plan.

The Planning Department shall prepare a written report of the findings of its review.

The Planning Department shall docket the application for consideration at a regular or special meeting of the Council Neighborhood Conservation Committee and provide 20 days written notice of the hearing to the applicant and to all property owners within 300 feet or the extended boundary requirements defined in Section 1(A)(11).

The Council Neighborhood Conservation Committee shall consider the application and the findings of the Planning Department and may hear from the applicant and others speaking for or against the proposed project.

The Council Neighborhood Conservation Committee shall make a recommendation to the City Council as to whether or not the application should be supported by the City.

## **SECTION 3. City Council Hearing.**

The Planning Department shall prepare a staff report reflecting the results of its review and the recommendation of the Council Neighborhood Conservation Committee and docket a Resolution of Local Support for consideration by the City Council.

The City Council will consider the findings of the Planning Department, the recommendation of the Council Neighborhood Conservation Committee and may hear from the applicant and others speaking for or against the application.

The City Council may upon consideration of the application either adopt or deny the Resolution of Local Support. The Resolution of Support shall be valid for one calendar year from the date of City Council adoption.

The Resolution of Support may be renewed upon favorable recommendation by the Council Neighborhood Conservation Committee with approval of the City Council without resubmission of the \$300.00 filing fee and 300-foot ownership list. A letter requesting the renewal that details all changes to the application must be submitted to the Planning Department. However, the Neighborhood Conservation Committee, at its option or if it believes that the proposed project has been substantially altered from the original proposal approved in the Resolution of Support such

that is constitutes a different project, may require the applicant to submit a new application, fee and ownership list with regard to any renewal of Resolution of Support.

The Resolution of Local Support, if adopted by the Council, will be forwarded to the applicant for submission to the Oklahoma Housing Finance Agency.

**ADOPTED** by the Council and **SIGNED** by the Mayor of The City of Oklahoma City this 10<sup>th</sup> day of April, 2007

THE CITY OF OKLAHOMA CITY

Phil Curtis  
MAYOR

ATTEST: [Seal]

Chaele Kern  
City Clerk



**REVIEWED** for form this 2 day of April, 2007.

Paul Sumner  
Assistant Municipal Counselor



The City of Oklahoma City  
 Planning Department  
 Community Development Division  
 420 West Main St., Suite 920  
 OKC, OK 73102  
 405-297-2232

Staff use only
Case # .....
Date Filed .....
Ward # .....
Nbrhd Area .....

## APPLICATION FOR RESOLUTION OF LOCAL SUPPORT

1. Name of Applicant: \_\_\_\_\_

Contact Person (if different from applicant): \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Address/location of subject property: \_\_\_\_\_

2. Legal Description of subject property: \_\_\_\_\_

\_\_\_\_\_

3. Is the proposed project new construction, rehabilitation or substantial rehabilitation?: \_\_\_\_\_

4. Maximum number of housing units proposed? \_\_\_\_\_

Number of housing units by number of bedrooms in the proposed development? \_\_\_\_\_

\_\_\_\_\_

5. Number of rent and income restricted units? \_\_\_\_\_

6. Tax credit cycle and year in which the application may be considered by OHFA Trustees for an award of a tax credit allocation: \_\_\_\_\_

7. Month in which the Applicant expects the application to be heard by OHFA Trustees: \_\_\_\_\_

8. Project description (can be provided on a separate sheet, and must include preliminary site plans and building elevations on new construction or substantial rehabilitation). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Documentation demonstrating site control of the proposed project site that may include title or option to purchase.

10. Documentation of the project's zoning requirements and evidence that proper zoning is in place at the time the Resolution of Local Support application is submitted. Denial of the application will result if proper zoning is not in place at the time of submission.

11. A Microsoft Word or Excel document as well as a printed document that identifies the current names and mailing addresses of all property owners within a 300-foot radius of the proposed project. The applicant must attest on the attached "Affirmation" that the ownership listing is true and correct unless the listing is certified by an abstract company.

12. A filing fee of \$ 300.00.

13. Documentation of a public meeting as described in Section 1 (B) of the Policy for City Preview of Applicant Requests for Resolutions of Local Support to the Oklahoma Housing Finance Agency for Affordable Housing Tax Credits.

There are two public hearings for consideration of a request for a Resolution of Local Support. The first is the Neighborhood Conservation Committee hearing which occurs approximately four weeks from the time the application is submitted to the Planning Department. Once the Neighborhood Conservation Committee makes a recommendation, a public hearing is held by the City Council approximately two weeks later.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
City, State, Zip Code

Phone:\_\_\_\_\_

E-Mail:\_\_\_\_\_

**AFFIRMATION**

STATE OF OKLAHOMA            )  
  ) §  
COUNTY OF OKLAHOMA        )

I affirm that the ownership list submitted as a part of this application contains the names of all owners of record of property which are within 300 feet (or greater if required) of the property described in the attached exhibit.

Executed at Oklahoma City, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Applicant

Subscribed and sworn to before me, a Notary Public, in and for the State of \_\_\_\_\_, County of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public  
Commission # \_\_\_\_\_