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Nov. 9, 2006

INCLUSIONARY HOUSING  
SUBMISSION REQUIREMENTS, PROCEDURES  
& SUPPLEMENTAL REGULATIONS

Adopted by the Shrewsbury Planning Board on November 2, 2006

*Melvin P. Gordon*

Melvin P. Gordon, Chairman

*Stephan M. Rodolakis*

Stephan M. Rodolakis, Vice Chairman

*Kathleen M. Keohane*

Kathleen M. Keohane, Clerk

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**INCLUSIONARY HOUSING  
SUBMISSION REQUIREMENTS, PROCEDURES & SUPPLEMENTAL REGULATIONS**

These Submission Requirements, Procedures and Supplemental Regulations explain the process that applicants must follow to obtain approval of a development that is subject to Section VII.K of the Shrewsbury Zoning Bylaw (“Inclusionary Housing”).

**1. INTRODUCTION**

The Inclusionary Housing bylaw was adopted by town meeting in October 2005. It requires any residential development of five or more lots or dwelling units to include affordable housing. As defined in the bylaw, “affordable housing” means a dwelling unit that is affordable to a low- or moderate-income household and meets state requirements for listing on the Chapter 40B Subsidized Housing Inventory. Since Inclusionary Housing units do not require a comprehensive permit under Chapter 40B, their eligibility for the Subsidized Housing Inventory relies on the provisions of 760 CMR 45.00, Local Initiative Program (LIP). As an aid to applicants, the Planning Board has referenced portions of the LIP regulations below. However, the applicant is responsible for understanding, confirming and complying with LIP requirements because failure to do so may result in delayed issuance of approvals by the Planning Board or other town officials with jurisdiction over the project.

Applicants proposing a project that is subject to the Inclusionary Housing bylaw may comply by (1) including affordable units in the proposed development or (2) providing affordable housing through an alternative method set forth in Section VII.K.6, subject to Planning Board approval. Applicants may also request a Special Permit to be exempt from the Inclusionary Housing bylaw in exchange for reduced density. The Town’s preference is “inclusion units,” or units incorporated within the proposed project. The procedures for each option are outlined separately in these regulations.

**2. DEVELOPMENTS WITH INCLUSION UNITS**

By definition, a development with Inclusion Units provides on-site affordable units. For example, in a 9-lot subdivision, the developer would propose to designate one as affordable housing. If the subdivision is located in the Rural A, Rural B, Residence A or Residence B-1 Districts, where the only permitted residential use is a detached single-family home, the applicant may substitute a two-family dwelling for a single-family home and place the affordable unit in the two-family dwelling, or develop 9 single-family homes, in which case one must be affordable. However, since the affordable housing requirement is an odd number (1), the applicant may designate both units in a two-family dwelling as affordable housing and the second affordable unit will be in addition to the project’s base density. For example:

Standard	Number of Units
Base density	9
Affordable housing requirement	1
Market-rate units	8
If two-family dwelling is 100% affordable	2
Market-rate units	8
Adjusted base density	10

The minimum lot area for developments with Inclusion Units is somewhat smaller than for developments that provide affordable housing through one of the alternative methods in Section VII.K.6. This adjustment was made in order to enable applicants to mix single-family and two-family dwellings in the same project. However, a mix of residential uses is not required.

## 2.1 Submission Requirements

When the applicant files a subdivision plan or special permit application with the Planning Board, the applicant shall simultaneously submit an Inclusionary Housing Site Plan that contains all of the following information.

1. A complete Inclusionary Housing Application Form
2. Application fees. In addition to application fees required under the Planning Board's Subdivision Regulations or other filing fees, e.g., Site Plan Review, the applicant shall pay the Inclusionary Housing Application Fee shown on the application form. Costs for review by any consultants retained by the Planning Board shall be in excess of this amount and are the sole responsibility of the applicant. Any funds not spent for consultant review shall be returned to the applicant.
3. Inclusionary Housing Site Plan, prepared at a scale of 1"=40', including:
  - a. The location and boundaries of the site
  - b. Locus, including abutting land use and zoning district
  - c. Existing and proposed topography and proposed grading for the entire site.
  - d. The location of existing and proposed buildings and all buildings within two hundred (200) feet of the property lines
  - e. Identification of the lot or lots proposed for Inclusion Units, together with the type of dwelling unit(s).
  - f. Driveways and driveway openings
  - g. Delineation of wetlands or other areas potentially subject to the Wetlands and Rivers Protection Act, areas included in any Flood Plain District and areas included in the Aquifer Protection Overlay District
  - h. Sufficient data to determine compliance with Table K-A
4. Elevations, sample floor plans and interior finish specifications for typical market-rate and Inclusion Units. If the applicant intends to sell lots individually to homebuilders, the applicant may request to defer submission of building plans until a later date and the Planning Board will not unreasonably deny the request. However, as a condition of Inclusionary Housing Site Plan Approval, no building permit will be issued for any units in the development until plans for the affordable units have been reviewed and approved.

Together, the Inclusionary Housing application form, application fees, site plan, and elevations and sample floor plans shall comprise the submission required by Section VII (K)(5)(e).

## 2.2 Application Procedure

The required materials shall be submitted to the Town Clerk for review by the Planning Board at the same time that the development application is filed.

### 2.3 Decision Criteria

The Inclusionary Housing Site Plan will be acted upon in accordance with the procedures set forth in Section VII.F of the Zoning Bylaw. To the maximum extent possible, the Planning Board will coordinate its review of the Inclusionary Housing Site Plan and the subdivision plan (where applicable), recognizing that a subdivision plan is governed by different review and decision standards under the Subdivision Control Law and the Planning Board Subdivision Regulations. The Planning Board will not approve the Inclusionary Housing Site Plan unless it determines that all provisions of the Shrewsbury Zoning Bylaw have been complied with and all necessary permits and approvals have been granted. If the Planning Board does not make these determinations, it will deny the application, stating the reasons for denial.

The Planning Board may impose one or more of the following conditions on its approval of an Inclusionary Housing Site Plan:

1. Approval of elevations, sample floor plans and interior finish specifications for typical market-rate and Inclusion Units prior to the issuance of a building permit (if such plans have not been approved as part of the Inclusionary Housing Site Plan application).
2. Relocation of the Inclusion Units to another lot or lots within the development in order to further the objectives of Section VII (K)(5)(f), Location of Inclusion Units.
3. Modifications to the elevation drawings or floor plans in order to further the objectives of Section VII (K)(5)(g), Comparability of Inclusion Units.
4. Modifications to the marketing plan, construction schedule, affordable unit purchase prices or rents, and related elements of the Inclusionary Housing Site Plan Application, where necessary to further the objectives of Section VII (K)(5).

### 2.4 Maximum Affordable Purchase Prices and Rents

As an aid to applicants, the Planning Board publishes guidelines for maximum affordable purchase prices and maximum affordable rents (see Table 2.4-1). The Planning Board will update its guidelines annually, following issuance of revised low- or moderate-income limits by the U.S. Department of Housing and Urban Development (HUD). Absent evidence to the contrary, the Planning Board's guidelines should satisfy Local Initiative Program (LIP) affordability requirements. However, it is the applicant's responsibility to determine whether the amounts shown in these guidelines will actually be affordable to low- or moderate-income homebuyers or tenants in the proposed development. If the applicant determines that any of the purchases prices or rents should be reduced in order to provide affordable housing that meets LIP requirements, the applicant shall submit a proposed schedule of maximum affordable purchases prices or rents with the Inclusionary Housing Application.

### 2.5 Construction Schedule

Inclusion Units must be constructed in proportion to market-rate units. To comply with Section VII (K)(5)(h), applicants must construct at least one affordable unit for every three market-rate units. "Construct" shall be determined on the basis of building permits issued by the Building Department unless the Planning Board elects to measure compliance by lot releases. If certificates of occupancy have not been issued for the affordable units when the applicant applies for additional building permits or lot releases for market-rate units, the Building Inspector or

Planning Board, as applicable, reserves the right to withhold approvals for the market-rate units until the affordable units are completed. Inclusion Units shall not be the last units to be built in any development.

% Market-Rate Units	% Affordable Units
Up to 39%	None required
40%	At least 10%
50%	At least 30%
70%	At least 50%
85%	At least 70%
90%	100%

## 2.6 Comparable Unit Requirements

Inclusion Units must be generally comparable to market-rate units in the development. Comparable will be determined according to the following standards.

1. For detached single-family dwellings, Inclusion Units must be similar in size, i.e., they must offer the same number of bedrooms as the average market-rate unit. For example, if all of the development's single-family homes are four-bedroom units, the Inclusion Units must also have four bedrooms because state regulations require overall proportionality of affordable and market-rate units in a single development. However, the Planning Board may grant a Special Permit for a different number of bedrooms in the affordable units if DHCD agrees to place the units on the Subsidized Housing Inventory.

In certain circumstances, the Planning Board will consider reasonable exceptions to the principle of overall proportionality. For example, if a development with Inclusion Units consists of several Approval Not Required (ANR) lots on a street where the surrounding homes are smaller than the proposed new market-rate homes, the applicant may request that the Inclusion Units be designed for comparability in size to established homes in the same neighborhood, provided the homes are generally in good condition. This request may be made as part of the Inclusionary Housing Site Plan application and the Planning Board may approve the same without requiring the applicant to seek a Special Permit.

Further, if the applicant proposes a new development with a mix of three- and four-bedroom market-rate units and the Inclusionary Housing formula results in an odd number of Inclusion Units, the applicant may request to make a majority (but not all) of the Inclusion Units three-bedroom homes. For example, in a development that is required to provide three Inclusion Units, the applicant may propose to designate two of the units as three-bedroom homes and one as a four-bedroom home even if 40% of the market-rate units have three bedrooms and the other 60%, four bedrooms. The Planning Board would consider this type of proposal to meet the intent of "generally proportional" as that term is used in Section VII.K(5)(g). Such determinations shall be made solely by the Planning Board, and if there is any question as to the interpretation of "generally proportional," the Planning Board may require the applicant to seek a Special Permit under Section VII.K(5)(g)(2).

2. As an alternative to designating single-family homes as Inclusion Units, the Planning Board will allow Inclusion Units to be located in two-family dwellings. Two-family dwellings must conform to the design standards specified in Section VII (K)(5)(g), i.e., each unit must have a ground-level floor and the units must be separated by a common wall, with an at-grade entrance to one unit on the front façade and at-grade entrance to the second unit on the side, such that when viewed from the road, the dwelling appears to be a detached single-family dwelling. In addition, when a two-family dwelling provides Inclusion Units, the building shall be at equal in gross floor area to a typical market-rate, detached single-family dwelling in the development in order to achieve general comparability of scale and built form. The purpose of this requirement is to assure that Inclusion Units will be generally indistinguishable from market-rate units.
3. Inclusion Units must be comparable to market-rate units in exterior building materials and finishes, construction quality and energy efficiency, including mechanical equipment and plumbing, insulation, windows, and heating and cooling systems. However, Inclusion Units may have different interior finishes and features provided that such finishes and features are durable, of good quality and consistent with contemporary standards for new housing. The Planning Board reserves the right to consult with the Building Inspector to verify the durability and quality of interior finishes proposed by the applicant.
4. For homeownership developments, a “comparable” Inclusion Unit may be made available for rent to a low- or moderate-income tenant at an affordable rent. The bylaw does not specify that “comparable” requires a 1:1 relationship between the form of ownership or occupancy for market-rate units and Inclusion Units. An applicant who plans to provide a comparable unit for rent rather than for sale must provide evidence satisfactory to the Planning Board that the rental unit will be managed by a qualified entity that has prior property management experience with affordable housing.

#### 2.7 Preservation of Affordability

Inclusion Units must be eligible for listing on the Chapter 40B Subsidized Housing Inventory. Toward that end, the applicant is required to enter into a Regulatory Agreement with the Town of Shrewsbury and DHCD. In an effort to simplify this process, Shrewsbury allows applicants to use the state’s “model” regulatory agreement, which is not part of these regulations and is attached for informational purposes only. To reduce delays, applicants are strongly encouraged to meet with Engineering Department staff prior to submitting an Inclusionary Housing Application so that regulatory agreement details can be worked out before the permitting process begins. It is the applicant’s responsibility to prepare a complete Regulatory Agreement for signature by the Town and DHCD, to obtain the necessary signatures and to record a fully executed agreement at the Registry of Deeds prior to the issuance of any building permits (or in the case of a subdivision, lot releases).

In addition, for-sale units must be protected by a deed rider that “locks in” an affordable housing purchase price upon resale. Also a model document issued by DHCD, the deed rider is an integral part of the regulatory agreement for homeownership developments. It requires signature by the applicant/seller and the initial purchaser of an affordable unit and it must be signed and ready for recording at the Registry of Deeds prior to issuance of a Certificate of Occupancy.

Finally, the Regulatory Agreement requires an annual monitoring procedure to verify that affordable homeownership units remain owner-occupied and that affordable rental units are occupied by low- or moderate-income tenants at rents they can afford. The applicant is responsible for making monitoring arrangements with an organization qualified to provide this service on behalf of the Town. Since DHCD will not approve Inclusion Units for the Subsidized Housing Inventory unless a satisfactory monitoring plan is in place, it is in the applicant's interest to purchase this service from a qualified organization.

### 2.8 Marketing Plan

DHCD requires that all Chapter 40B-eligible housing units be sold or rented under an approved marketing plan. The purpose of the marketing plan is to assure that all qualified, income-eligible homebuyers or tenants are aware of an affordable housing opportunity and that the units will be made available on a non-discriminatory basis. For a development with two or more affordable units, the marketing plan also serves as a vehicle for implementing the Town of Shrewsbury's local preference policy.

Although there are many low- or moderate-income households seeking affordable housing, the marketing process is sometimes difficult. As an aid to applicants, the Planning Board has included sample marketing plan information and the Town's local preference policy in an exhibit to these regulations. It is the applicant's responsibility to prepare a final marketing plan, provide a draft for review by the Planning Board, and submit the final plan to DHCD for its approval. The Town anticipates working with DHCD to create a standard marketing plan for Inclusion Units developed under Section VII (K) of the Zoning Bylaw, but until such time as a standard plan becomes available, applicants must prepare individual plans for their own projects. The marketing plan must be approved by DHCD prior to the issuance of any building permits and/or lot releases. It is in the applicant's interest to file the Regulatory Agreement and marketing plan in a combined submission to DHCD.

## 3. ALTERNATIVES TO PROVIDING INCLUSION UNITS

Section VII(K)(6) of the Zoning Bylaw authorizes the Planning Board to grant a Special Permit for a proposed alternative to Inclusion Units. However, the Planning Board is not required to issue a Special Permit and reserves the right to deny one in order to implement the intent of the Inclusionary Housing bylaw, which is to increase the Town's supply of affordable housing. The following regulations outline the responsibilities of applicants who plan to propose an alternative means of complying with Section VII(K).

### 3.1 Off-Site Units

Applicants may apply for a Special Permit to provide equivalent affordable units in another location in Shrewsbury. The procedures for determining the adequacy and acceptability of off-site units may require considerable time and expense for the applicant. However, in the absence of Inclusion Units, the Town would prefer off-site units because the goal of the Inclusionary Housing bylaw is to create affordable housing. This option is available to interested applicants and the Planning Board will consider a Special Permit if all of the following requirements are met.

On or before the date of application for a Special Permit, the applicant must have identified either (a) land that will be used to build off-site units or (b) existing homes that will be proposed as off-

site units. In the case of land that will be used to build new off-site units, the Special Permit application must be accompanied by evidence satisfactory to the Planning Board that the land is developable under existing zoning for the required number of Inclusion Units. Satisfactory evidence will include, at minimum, a site analysis prepared by a registered professional engineer and an appraisal report prepared by a Massachusetts-certified appraiser. As a rule, the Planning Board will not approve an off-site unit plan that requires a comprehensive permit because there is no guarantee that the comprehensive permit will be issued at a later date. If the Planning Board decides to entertain such a request, the applicant must provide surety in an amount sufficient to pay a fee in lieu of units should the comprehensive permit be denied or appealed (see Section 3.3 below).

If the applicant's off-site unit proposal involves existing housing units, the Special Permit application must demonstrate to the Planning Board's satisfaction that all of the following conditions have been or will be met:

1. Evidence that the applicant will be able to obtain site control of the off-site units prior to the issuance any building permits for market-rate units in the development.
2. The housing unit has no violations of the State Building Code or Article II of the State Sanitary Code;
3. The housing unit has no lead paint hazards, as evidenced by a lead paint inspection or certificate of compliance with the MA Lead Paint Law (indicating that lead paint hazards have been abated in accordance with Department of Public Health requirements).
4. The housing unit is occupied by the seller or vacant, and no existing tenants will be displaced as a result of acquiring the unit to satisfy the requirements of Section VII (K)(6).
5. The housing unit is generally comparable to market-rate units in the proposed development and of equal or greater quality than homes in the surrounding neighborhood, considering the standards for comparability in Section 2.6 of these regulations.

Approved off-site units must also comply with the same project schedule, affordability provisions and marketing plan requirements that apply to Inclusion Units (Sections 2.5, 2.7 and 2.8). The applicant may sell an approved off-site unit to the Shrewsbury Housing Authority or another non-profit development organization that will be responsible for marketing the unit to eligible first-time homebuyers or retain ownership of the unit and manage it as affordable rental housing.

### 3.2 Land Donation

Applicants may apply for a Special Permit to provide affordable housing through a donation of buildable land. Although Section VII (K)(6) provides for land donations to the Town, the Planning Board discourages this alternative because a donation of real property to the Town requires prior town meeting approval. However, the applicant may propose to donate buildable land to the Shrewsbury Housing Authority, the Shrewsbury Development Corporation, or another non-profit housing development organization serving the Town of Shrewsbury.

The Planning Board reserves the right to approve or deny a land donation based on the following criteria:

1. The site's location, e.g., whether the location is at least as appropriate for new housing as the site the applicant plans to develop without Inclusion Units;
2. The site's development potential under existing zoning;
3. The probability of affordable units being constructed on the land within two years of the donation date, to be determined by evidence that the non-profit organization and/or Housing Authority is willing to accept the land and commits to the production of units; and
4. The experience of the proposed non-profit organization as a developer and manager of affordable housing in Shrewsbury.

The applicant who proposes a land donation shall submit a site analysis, prepared by a registered professional engineer, which demonstrates to the Planning Board's satisfaction that the land is developable for the required number of affordable units, and an appraisal report prepared by a Massachusetts-certified appraiser. Donated land shall be subject to a restriction assuring its use for affordable housing.

### 3.3 Fee in Lieu of Units

Applicants may apply for a Special Permit to pay a fee in lieu of creating affordable units. However, this provision applies to homeownership developments only. For each affordable unit provided through a fee in lieu of units, the cash payment shall be equal to the difference between the median single-family home or condominium sale price in Shrewsbury for the most recent three fiscal years, as determined by the Board of Assessors, and the price affordable to a moderate-income homebuyer (see Section 2.4, Maximum Affordable Purchase Prices and Rents). The fee in lieu of units for single-family homes shall be based on a moderate-income household of four, and for condominiums, a moderate-income household of two.

The fee schedule will be updated annually by the Planning Board when affordable purchase prices and rents are updated, following HUD's release of new household income limits. The current fee schedule is as follows:

Unit Type	Median Market-Rate Sale Price	Maximum Affordable Purchase Price	Fee in Lieu of Units
Single-Family Home	\$390,000	\$156,700	\$233,300
Townhouse	\$335,000	\$141,000	\$194,000
Multi-Family	\$145,000	\$141,000	\$4,000

*Numbers may not add properly due to rounding.*

Section VII(K)(6) requires that fees in lieu of units shall be paid to the Town's Affordable Housing Trust Fund. However, the Trust Fund has not been established as of the effective date of these regulations. As an interim measure, applicants may make cash payments to a gift account by prior arrangement with the Town Manager. Fee-in-lieu-of-unit payments shall be made in accordance with the construction schedule set forth in Section 2.5 (above).

**4. SPECIAL PERMIT EXEMPTION**

Section VII.K(7) authorizes the Planning Board to grant a special permit to exempt a development from providing affordable housing, provided the proposed development meets the minimum frontage and minimum lot area requirements for an exemption. Applicants seeking an exemption shall submit a special permit application to the Planning Board. The special permit application shall be accompanied by an analysis of four site development alternatives:

- ♦ Conventional subdivision or division of land;
- ♦ Cluster subdivision;
- ♦ Low-Impact Development (LID) subdivision; and
- ♦ The exemption layout.

These alternative site configurations shall be presented in a preliminary subdivision plan that conforms to the Planning Board's subdivision submission requirements. The Planning Board's decision shall be based on the special permit granting criteria in Section XI of the Zoning Bylaw and the degree to which the applicant's proposal addresses the purposes of Section VII.K.

**Table 2.4-1: Maximum Affordable Purchase Price and Rent Guidelines<sup>1</sup>**  
2006

Household Size	Suitable <sup>2*</sup> Unit (# Bedrooms)	Moderate Income 80% AMI	Maximum Purchase Price (70% AMI)	Maximum Rent (70% AMI)	Low Income 50% AMI	Maximum Purchase Price	Maximum Rent
1	0	\$40,150	\$109,700	\$878	\$25,100	\$78,377	\$628
2	1	\$45,900	\$125,411	\$1,004	\$28,700	\$89,618	\$718
3	2	\$51,600	\$140,985	\$1,129	\$32,250	\$100,703	\$806
4	3	\$57,350	\$156,695	\$1,255	\$35,850	\$111,945	\$896
5	4	\$61,950	\$169,263	\$1,355	\$38,700	\$120,844	\$968
6	5	\$66,550	\$181,832	\$1,456	\$41,600	\$129,899	\$1,040
7	6	\$71,100	\$194,264	\$1,555	\$44,450	\$138,799	\$1,111
8	7	\$75,700	\$206,832	\$1,656	\$47,300	\$147,698	\$1,183

<sup>1</sup> Maximum affordable purchase price assumes a 5% downpayment and a 6.5% fixed-rate, 30-year mortgage. These sale prices do not include a factor for condominium fees. For condominium developments, the applicant must provide a proposed schedule of maximum sale prices for Planning Board review and determination.

<sup>2</sup> When “suitable unit” by number of bedrooms applies to more than one household size, the maximum affordable purchase price or rent will normally be based on the larger household’s income unless the development includes two or more units with the same number of bedrooms. For example, when a development provides one three-bedroom Inclusion Unit, the unit should be priced for affordability to a four-person household. However, if a development provides two three-bedroom units, the Planning Board may require the applicant to sell one for a maximum purchase price affordable to a three-person household and one unit affordable to a four-person household. The two three-bedroom units may differ by total floor area, e.g., a three-bedroom unit priced for a three-person household may be somewhat smaller in net living area than the three-bedroom unit priced for a four-person household, as long as both units meet LIP minimum floor area requirements.

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TOWN OF SHREWSBURY PLANNING BOARD  
INCLUSIONARY HOUSING SUBMISSION APPLICATION FEES  
Approved November 2, 2006

1. Project with Inclusion Units:	No Fee
2. Off-Site Units, Special Permit	\$500 + \$3,000 per affordable unit
3a. Land Donation, Special Permit (ANR Parcels)	\$500 + \$200 per affordable unit
3b. Land Donation, Special Permit (Development Approval Required)	\$500 + \$400 per affordable unit
4. Payment in Lieu of Units, Special Permit	\$500 + \$200 per affordable unit
5. Exemption by Special Permit	\$500 + \$200 per subdivision lot

Adopted by the Shrewsbury Planning Board on November 2, 2006

A TRUE COPY ATTEST:

*Ann M. Tagle*  
TOWN CLERK  
Nov. 9, 2006

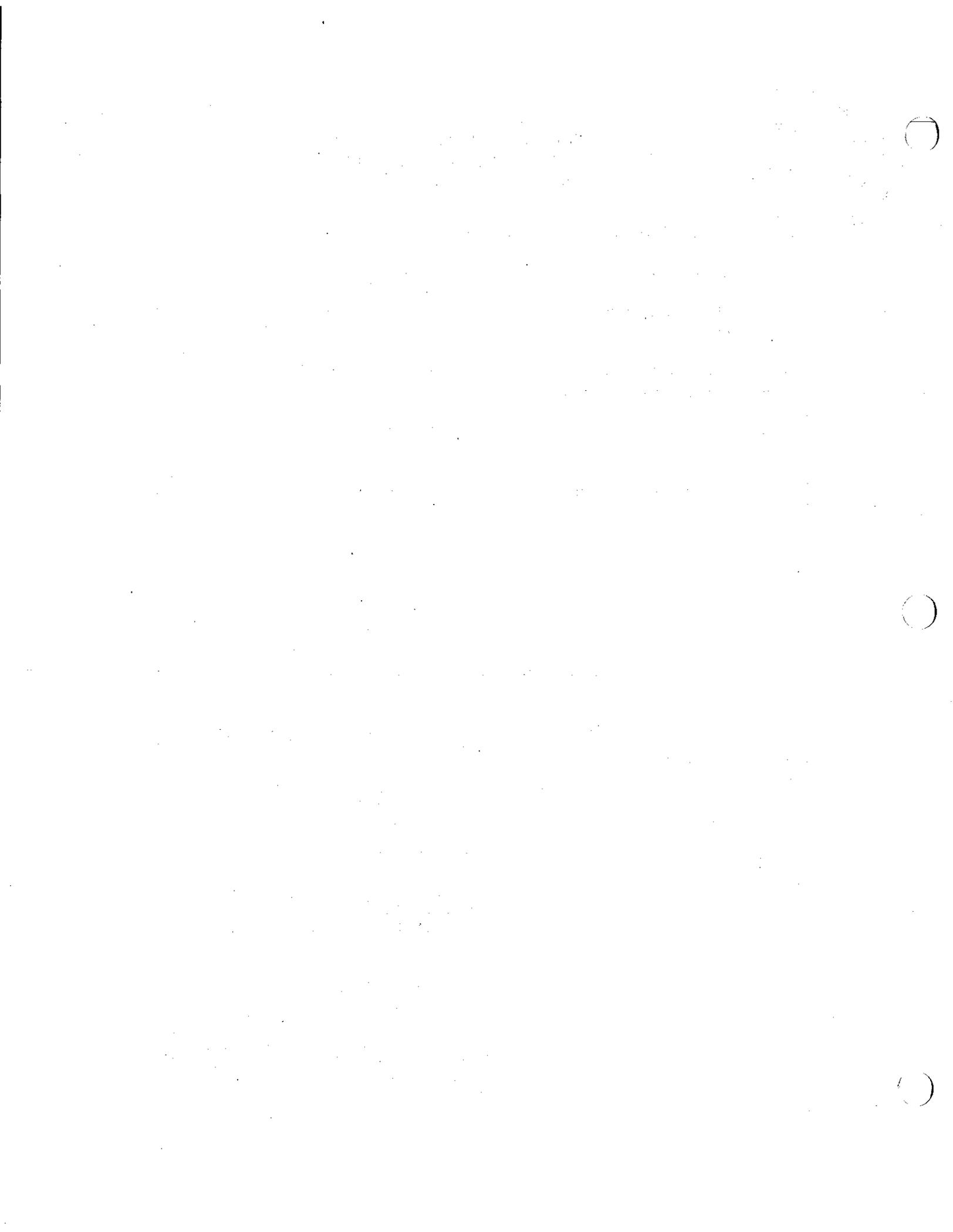
*M. P. Gordon*  
Melvin P. Gordon, Chairman

*S. M. Rodolakis*  
Stephan M. Rodolakis, Vice Chairman

*Kathleen M. Keohane*  
Kathleen M. Keohane, Clerk

*D. F. Naber*  
Donald F. Naber

*Joyce E. Connor Davidson*  
Joyce E. Connor Davidson



**APPLICATION FOR APPROVAL  
INCLUSIONARY HOUSING DEVELOPMENT  
Sections VII.K and VII.F, Shrewsbury Zoning Bylaw**

This application made in association with an application for:

- Site Plan Approval by Planning Board (Section VII.F)  
 Special Permit: Type \_\_\_\_\_  
 Preliminary \_\_ or Definitive \_\_ Subdivision Plan  
 Other: Type \_\_\_\_\_

Attach one copy of this application to each copy of the submission required for the above-listed approvals. The applicant's signature is required on the last page of this form.

**1. PROJECT INFORMATION**

Name of Applicant(s): \_\_\_\_\_  
 Address of Applicant(s): \_\_\_\_\_ Phone \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Location of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 Assessor's Map & Lot #: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

**2. CALCULATION OF AFFORDABLE HOUSING REQUIREMENT**

(a)	(b)	(c)	(d)
Zoning District or Type of Project	Minimum Affordable Unit Requirement	Total Number of Proposed Lots or Dwelling Units	Required Number of Affordable Units <sup>1</sup> [(b) x (c)]
Rural A	10%		
Rural B	10%		
Residence A	10%		
Residence B-1	12.5%		
Residence B-2	12.5%		
Multi-Family			
Single- or two-family homes	12.5%		
Multi-family (MF) units	15%		
Apartment	25%		
Senior Housing (all districts)	15%		
<b>TOTAL</b>			

<sup>1</sup> Where the requirement results in a fraction of a lot or dwelling unit, the fraction shall be rounded up to the nearest whole number, such that a development of five (5) dwelling units shall include one (1) affordable unit, a development of eleven (11) dwelling units shall include two (2) affordable units, and so on.

**3. COMPARABILITY OF MARKET-RATE & AFFORDABLE UNITS**

*See Zoning Bylaw Section VII.K.(5)(g)*

Attach representative sample of elevation drawings, floor plans and finish specifications for typical market-rate and affordable units in the development. If some of this information is unavailable on the date of the Inclusionary Housing Application, you may leave an item blank and indicate when the information will be submitted for review. However, the Application will not be approved until all of the information has been received by the Planning Department because the Town will need to submit it to the state. Note: Section VII.K.(5)(g)(1)(b) provides that for a development of detached single-family dwellings, the applicant may propose to locate Inclusion Units in two-family dwellings that are similar in appearance to single-family dwellings. Refer to the Zoning Bylaw and Planning Board regulations for guidance.

**Distribution of Units by Unit Type & Number of Bedrooms**

	Enter Number of Units by Number of Bedrooms							
	Market-Rate Units				Affordable Units			
Type of Structure	1	2	3	4+	1	2	3	4+
Detached single-family								
Two-family								
Multi-family garden-type (MF-1)								
Multi-family townhouse-type (MF-2)								
Apartment building								
<b>TOTAL</b>								

For items left blank, when do you anticipate submitting the remaining information?

\_\_\_\_\_

Does this application involve a request for exception(s) to the floor area or bedroom distribution requirements of Section VII.K.(5)(g)? If yes, please explain and provide justification for the exception.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Town of Shrewsbury Inclusionary Housing Application

**4. DETAILED CHARACTERISTICS OF INCLUSION UNITS<sup>2</sup>**

Complete for Inclusion Units only. For items unknown or uncertain on the date of the Inclusionary Housing Application, write "to be determined." This information is required by the state in order to add the affordable units to Shrewsbury's Subsidized Housing Inventory.

Type of Unit:	# of Units	# Bedrooms	# Baths	Gross Square Feet	Livable Square Feet	Sale Prices/ Rent	Homeowner's Condo Fee

<sup>2</sup> If the applicant proposes a maximum affordable purchase price or rent that differs from the Planning Board's guidelines (Section 2.4, Planning Board regulations), attach justification for the proposed purchase prices or rents. Please note that the pricing guidelines in Section 2.4 do not include condominium fees. Condominium unit prices may need to be adjusted.

**5. MARKETING PLAN**

Attach the proposed marketing plan for the Inclusion Units.

Identify the proposed lottery administrator for this project.

Company or Organization:	
Street Address:	
City/Town/State and Zip Code	
Telephone Number:	
Email:	

**6. PRESERVATION OF AFFORDABILITY**

Attach a proposed Regulatory Agreement and deed rider (where applicable) only if you intend to request amendments to the Planning Board's standard documents (the most recent documents prepared for use by the Local Initiative Program).

Do you intend to use the standard LIP Regulatory Agreement and deed rider?

Yes       No

Identify the proposed monitoring agent for this project. If a monitoring agent has not been identified, you may leave this section blank. However, no building permits will be issued for the development until the monitoring agent has been secured because the monitoring agent must be named in the Affordable Housing Regulatory Agreement.

Company or Organization:	
Street Address:	
City/Town/State and Zip Code	
Telephone Number:	
Email:	

**Signed:**

\_\_\_\_\_  
Applicant or Authorized Representative

\_\_\_\_\_  
Date