

AFFORDABLE HOUSING IMPACT FEE WAIVER PROCEDURES

Bernalillo County Zoning, Building and Planning
111 Union Square St. SE Suite 100
Albuquerque, NM 87102 phone: 505-314-0480

The Bernalillo County Board of Commissioners recognize the need to support affordable housing. Bernalillo County Code Chapter 46, Impact Fees requires payment of impact fees for any new development. These administrative procedures are established to process a request for waiver of Impact Fees based on a project meeting the Affordable Housing criteria.

1. Impact Fees are assessed on all homes placed on vacant land. Fees are collected with a building permit for construction of a new home, or a zoning permit for placement of a mobile home or manufactured home.
2. The project must meet the definition of affordable housing to qualify for a waiver, per Bernalillo County Code, Section 46-2. Affordable Housing is defined as any housing unit that will be built for less than one hundred and thirty thousand dollars (\$130,000). (See Item 6.)

The value of a dwelling unit will be determined by adding the, market value, or current selling price of the land (legal tract of record), and the value of the dwelling unit, based on a purchase contract or building permit construction valuation.

3. The applicant proposing to construct or place a dwelling unit, mobile home or manufactured home may make application for an affordable housing deferral by submitting an Application for Impact Fee Waiver available from the Bernalillo County Zoning, Building and Planning Department.
4. An Application for Impact Fee Waiver must be filed and approved prior to issuance of a building or placement permit.
5. The applicant shall have the burden of claiming and proving that a development project qualifies for a waiver. The Impact Fee Administrator shall grant or deny the waiver prior to the issuance of a building or placement permit. The Impact Fee Administrator shall grant or deny the deferral in writing within 30 days of receiving the application.

6. The applicant must provide proof of the value of the land and structure. The applicant shall submit the following:
 - a. A copy of the sale contract of the land or a comparable land sale in the immediate area, or a current appraisal.
 - b. The "Building Valuation", as determined by the Building Official, will be added to the "Full Land Value" for dwelling units to be constructed or a contact invoice for the structure.
 - c. A Notice of Value, purchase contract, or other documentation approved by the Impact Fee Administrator, may be submitted to prove the current market value of a mobile or manufactured home.
8. The County shall utilize funds to offset the impact fees revenue lost as a result of waivers granted for affordable housing. Waivers may be denied if funds are not available for this purpose.
9. Within a subdivision, no more than 40 percent of the units in any phase of any development project may qualify for the waiver.
10. The applicant may appeal the decision of the Impact Fee Administrator within 30 days following the date of the decision by submitting an application for NOTICE FOR APPEAL to the Bernalillo County Board of Adjustment. The application is available at the Bernalillo County Zoning, Building and Planning Department. The application shall include a non-refundable processing fee of \$75.00 for properties less than 1 acre, and \$100 for all other appeals, as per the Zoning Ordinance fee schedule.
11. The appeal will be heard by the Board of Adjustment. The decision by the Board of Adjustment may be further appealed to the Bernalillo County Board of County Commissioners, by filing a Notice of Appeal to the County Commission, in the County Zoning, Building and Planning Department with the appropriate filing fee as referenced in item 10.
12. The decision of the Board of County Commissioners will be the final administrative decision. A copy of the decision shall be transmitted to the applicant and the Impact Fee Administrator. The decision of the Board of County Commissioners shall be subject to judicial review in accordance with applicable law.