REDUCTION OR WAIVER REQUEST
From The Affordable Housing Linkage Fee

The Affordable Housing Permanent Funds Ordinance ("Ordinance") codified at Article V, Chapter 27 of the Denver Revised Municipal Code ("DRMC") requires the payment of a linkage fee for all new non-residential or residential development up to nine units. The Executive Director ("Director") of the Department of Housing Stability ("HOST") may reduce or waive the amount of the linkage fees that would otherwise be imposed. **Any applicant requesting such reduction or waiver must demonstrate that the required fee exceeds the amount needed to mitigate the actual demand for affordable housing created by the development.** The application for such reduction or waiver must include information showing the reduced affordable housing impacts created by the development, based on the actual characteristics of the development including, for example:

1) The unique characteristics and space utilization of the workforce that will occupy a non-residential development and the demand of that particular workforce for affordable housing;
2) A non-residential development that will involve a structure built for and suitable solely for a specific use involving few or no employees; or
3) The unique characteristics of the residents who will occupy a residential development and the likelihood those particular residents, due to their disposable household income or projected spending patterns, will not drive additional employment requiring additional affordable housing.

If you feel any of the above apply to your project, please complete this form and return to HOST along with the supporting documentation for review.

I. CONTACT INFORMATION FOR APPLICANT/OWNER	
Name(s):	Phone Number:
Email(s):	
Applicant/Owner Business Address:	Applicant/Owner Business Name (if applicable):

II. PROJECT INFORMATION	
Project Name:	Project Record Number(s) and Type:
Project Address:	*Indicate record number type (e.g., Project Master, Concept, Zoning)*
City staff to fill out market area information	
Applicable Market Area ☐ Typical Market Area ☐ High Market Area	Date of Market Area Determination:

III. PROJECT DESCRIPTION
Attach additional documentation if needed

Department of Housing Stability
201 W. Colfax Avenue #1101
Denver, CO 80202
p: 720.913.1999

IV. REDUCTION OR WAIVER REQUEST

Applicant/Owner Seeking:

☐ Reduction to the linkage fee $ _____ Requested linkage fee reduction amount

Or

☐ Full waiver of the linkage fee $ _____ Requested linkage fee waiver amount

V. EXCEPTION REQUEST

Description of the request for a reduction to, or waiver of the linkage fee, including a justification for how the required fee exceeds the amount needed to mitigate the actual demand for affordable housing created by the development:

Provide any additional documentation in support of the request for a waiver or reduction.

VI. APPLICANT APPROVAL

I, the undersigned, being the Applicant, or a duly authorized agent of the Applicant, hereby certify that the information provided above, to my actual knowledge, is true and correct.

Print Name *Signature* *Date*

VII. HOST DECISION

The requested **reduction** of $_____ has been: ☐ approved ☐ denied

The requested **waiver** of $ _____ has been: ☐ approved ☐ denied

Comments:

Department of Housing Stability *Signature* *Date*

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