



INCLUSIONARY HOUSING PLAN SUBMITTAL WORKSHEET

Article 13 of the Northbrook Zoning Code includes all the details for Inclusionary Housing applicable to all new residential developments in the Village of Northbrook, since its original adoption on December 8, 2020. The following development types are governed by the ordinance: new residential construction or the residential component of a mixed use development; a renovation or reconstruction of an existing multi-family residential building which will result in an increase of the number of units in the original structure; a development that will change a building from non-residential to residential or changes the class of residential use from single family to multi-family; and a development that includes the conversion of rental property to private ownership of units.

The Inclusionary Housing ordinance requires that all governed developments provide 15% of the total number of dwelling units to be marketed, offered, and maintained as affordable housing units as defined in Article 13 Section 105 of the Northbrook Zoning Code. Section 13-106 of the Northbrook Zoning Code also details the Alternative Methods for providing required affordable housing during the development application process. The alternative methods include: providing required units off-site, dedication of land, payment of a fee-in-lieu of units, or a combination of the previously listed methods. All alternative methods require approval by the Village Board of Trustees.

When applying for zoning relief for a residential development it is important to read all of the Inclusionary Housing regulations as well as the Technical Guide and the Policies and Procedures for Administration of the Ordinance both of which can be found on the Village website: <https://www.northbrook.il.us/996/7980/Affordable-Housing>

In conjunction with a residential development zoning application, please submit the following materials for review:

REQUIRED MATERIALS FOR SUBMISSION FOR INCLUSIONARY HOUSING COMPLIANCE PLAN

☐ Written Plan Narrative

Please provide a general description of the proposed residential development including, but not limited to, the following information:

- Specify rental or owner-occupied units;
- number of market rate units and number of inclusionary units;
- number of bedrooms in market rate units and inclusionary units;
- floor area of all units;
- list the amenities provided for inclusionary units and for market rate units;
- the pricing for each market rate unit and each affordable unit (including HOA dues and special assessments where applicable);
- phasing and construction schedule for each inclusionary and market rate unit;
- description of the marketing plan to promote the sale or rental of inclusionary units; and
- description of the efforts the developer will undertake to provide inclusionary housing units to eligible households pursuant to the Zoning Code.

☐ Standards of Review

A written statement of compliance with review standards for the proposed Inclusionary Housing Plan is required. The statement should address each of the below 'Standards of Review' established in Article 13 of the Zoning Code and listed below. The staff, Designee of the Board of Trustees, and Village Board will use these standards in making a determination whether or not the proposed plan is appropriate. ***Please provide detailed written responses for each item. Do not merely state, "I have" or "Will comply". You must confirm compliance with details from the plan.***

1. That the developer has demonstrated that the proposed inclusionary housing units are designed to accommodate the needs of the target households;
2. That the location, floor plan, fixtures and finishes, and amenities of each proposed inclusionary housing unit satisfy the applicable provisions of this Part and are suitable for the needs of the target households;
3. That each inclusionary housing unit is designed to accommodate family living needs for common space and dining areas;
4. That the proposed inclusionary housing units, and the development as a whole, conform to the applicable standards and requirements of this Part;
5. That any alternative methods for providing required inclusionary housing units satisfy the respective standards set forth in Section 13-106 of this Part; and
6. That the application of any development incentives satisfy the standards set forth in Section 13-107 of this Part.

☐ **Proposed Plans**

The proposed architectural site plan and floor plans must include the following:

- location of each affordable unit within the development, as well as within a multi-family residential structure;
- floor plans for each affordable unit;
- details specifying the exterior building materials and colors for all units; and
- detailed plans specifying the interior finishes and materials for all units.