

**City of Boulder**  
**Inclusionary Housing Off-Site Location Request Process**  
Updated 11/12

Proposals to meet inclusionary housing (IH) requirements with the development of Permanently Affordable units (PAs) off-site must first have the proposed off-site location approved. The off-site location request will be reviewed to determine the degree to which it meets the following criteria:

- Consistent with Boulder Valley Comprehensive Plan policies for affordable housing, including 7.13 (Integration of Permanently Affordable Housing) to disperse and integrate affordable housing throughout the community;
- Annexed and zoned for residential use;
- Consistent with the land use map and the service area map;
- Consistent with any applicable adopted area plans;
- Able to support multi-modal mobility (walking, biking, and other alternatives to the single-occupant vehicle); and
- Compatible with adjacent uses.

**Process:**

Submit a Pre-Application Review form to the department of Community Planning and Sustainability ([http://www.bouldercolorado.gov/www/publications/forms/201\\_pre-app.pdf](http://www.bouldercolorado.gov/www/publications/forms/201_pre-app.pdf)). Include a letter detailing specifically how the proposed location (the receiving site) will meet the above criteria. In addition, the Pre-Application process may also be used to request verification of the maximum residential unit density and to answer other questions the applicant may have about the proposed site.

Staff will review the application and letter to determine if there is sufficient detail to evaluate if the proposed location adequately meets the criteria. Staff may request additional information required to make this determination. After submittal, the applicant may request a meeting with staff to discuss the pre-application.

Staff will notify the applicant in writing within 15 to 20 business days starting on the first Monday after the application is received by the city, if the off-site location is approved, approved with conditions or not approved, including a response to other questions in the pre-application.

Approval of a potential receiving site location is the first step towards approval of a proposed off-site development, however it does not ensure the off-site development will be approved. Once a determination is made the applicant may request a meeting to discuss decision and/or the comments. If the proposed site is approved, the applicant should schedule a meeting with Housing Division staff to discuss further details and approvals required to provide affordable units off-site.

For questions about this process please contact a housing planner at: 303-441-4076