



COMMUNITY DEVELOPMENT AGENCY
HOUSING AND FEDERAL GRANTS DIVISION



Accessory Dwelling Units (ADU)
Affordability Fee Waiver Information and Application

County permit fees may be waived up to \$10,000 in exchange for a property owner's agreement to restrict an accessory dwelling unit (ADU) for rent to a low-income or moderate-income household. Fee waivers are capped by targeted income levels (see table 1). Fees may include Community Development Agency fees such as planning, building and safety, and environmental health services. Note that the list of fees may not be all inclusive. Check with the Building and Safety Division of the Community Development Agency and the Department of Public Works for a specific list of fees associated with your project. Owners that wish to remove the income restrictions in the future must pay any previously waived fees. In order to be considered for fee waivers, owners should submit the attached Fee Waiver Application.

Complete the following steps to get started:

Step 1	<p>Complete the attached application and send to the Housing & Federal Grants Division of the Community Development Agency:</p> <p>Email: affordablehousing@marincounty.org</p> <p>Address: Housing & Federal Grants Division 3501 Civic Center Drive, Suite 308 San Rafael, CA 94903</p>
Step 2	<p>Housing & Federal Grants staff will notify owners of approved applications and complete necessary documentation.</p>
Step 3	<p>Once approved, apply for a building permit with the County's Building & Safety Department. * Fees will be reimbursed upon final inspection:</p> <p>Phone: (415) 473-6550 (Building & Safety) (415) 473-6269 (Planning)</p> <p>Address: Development Services Center 3501 Civic Center Drive, Suite 308 San Rafael, CA 94903</p> <p>Effective June 8, 2020, the Development Services Center will be open for service by appointment only. Walk-in service will not be available. Enforcement of safety protocols such as physical distancing and face coverings will be in place for all customers and employees entering our public facility.</p>

*project may need to consult with the Planning Division to acquire planning or septic permits prior to building stage

EXHIBIT A: FEE WAIVER CAPS

Table 1: Accessory Dwelling Unit Fees Waiver Caps by Income Level

The following list may not include all fees specific to individual projects.

Affordability Restrictions	Low-Income (up to 80% of area median income) ¹	Moderate-Income (81-120% of area median income)	Market Rate (No income restrictions)
Fee Waiver Cap	\$10,000	\$5,000	\$2,500

Fee	County Department	Fee Range	Fee Notes
Planning ADU Permit Fees	Community Development Agency	\$515	
Planning Coastal Permit Fees	Community Development Agency	\$5,641-\$8,633	Only required if ADU is in coastal zone
Building & Safety Permit Fees	Community Development Agency	\$6,500-\$10,000+	Cost depends on square footage of ADU
EHS Water & Septic Permit Fees	Community Development Agency	\$3,500-\$8,000+	Cost depends on system requirements Required only if the property is on septic

Note: This list is not inclusive of all the fees that would apply to a project. Check with the Building and Safety Division of the Community Development Agency and the Department of Public Works for a specific list of fees associated with your project.

- Building and Safety Division: (415) 473-6550
- Department of Public Works: (415) 473-6528

¹ Based on current median income as established by HUD:

<https://www.marinhousing.org/fiscal-year-2020-marin-county-income-limits#gsc.tab=0>

EXHIBIT B: ESTIMATED ADU FEES

Table 2:

Estimated Fees for New Structure
ADU (800 sq. ft.)
not in Coastal Zone or onsite Septic and Water

Table 3:

Estimated Fees for ADU as part of or adding
additional square feet to an Existing Structure
(600 sq. ft.)
not in Coastal Zone or onsite Septic and Water

The following is an estimate for a new construction 800 sq. ft ADU. For specific fees associated with your individual project, please consult with Building and Safety.

The following is an estimate. For specific fees associated with your individual project, please consult with Building and Safety.

Fee Type	Amount
Planning ADU Permit Fees	\$515
Planning Coastal Permit Fees	\$0
Building & Safety Permit Fees	\$8,300
EHS Septic & Water Permit Fees	\$0
DPW Traffic Mitigation Fee*	\$3,060
DPW Roadway Impact Fee*	\$110
TOTAL	\$11,985

Fee Type	Amount
Planning ADU Permit Fees	\$515
Planning Coastal Permit Fees	\$0
Building & Safety Permit Fees	\$4,600
EHS Septic & Water Permit Fees	\$0
DPW Traffic Mitigation Fee*	\$3,060
DPW Roadway Impact Fee*	\$0
TOTAL	\$8,175

**not reimbursed through this program*

EXHIBIT C: EXAMPLE ALLOWABLE RENT BY HOUSEHOLD INCOME

***AMI is the area median income.** The AMI is determined regionally, and households are considered “low-income” or “moderate-income” based on its relationship to this median income. Refer to the tables below for examples of low-income households, up to 80% AMI, and moderate-income households, 80 to 120% AMI. Maximum allowable rents may change based on household size, bedroom size, and qualified Section 8 tenant income.²

Table 4: Maximum Allowable Rent Low Income (up to 80% AMI*) by Household Size

	Renter Household Income Eligibility at 80% AMI			
Bedroom Size	Studio	1-Bedroom	2-Bedroom	3-Bedroom
80% Income Level	\$90,320	\$103,200	\$116,080	\$128,960
Maximum Allowable Rent	\$2,258	\$2,419	\$2,902	\$3,353

Table 5: Maximum Allowable Rent Moderate Income (80 to 120% AMI*) by Household Size

	Renter Household Income Eligibility at 100% AMI			
Bedroom Size	Studio	1-Bedroom	2-Bedroom	3-Bedroom
100% Income Level	\$112,900	\$129,000	\$145,100	\$161,200
Maximum Allowable Rent	\$2,822	\$3,022	\$3,626	\$4,190

Income amounts and maximum allowable rent amounts determined by the California Tax Credit Allocation Committee (TCAC). Amounts are current, as of 04/24/2019.

² Section 8 Voucher holders are “low-income households”

FEE WAIVER APPLICATION ACCESSORY DWELLING UNIT

Property Owner Name:

Property Address:

APN:

Owner Phone:

Size of Proposed ADU: _____ floor area*

ADU Size (check one):	<input type="checkbox"/> Studio	<input type="checkbox"/> 1-bedroom	<input type="checkbox"/> 2-bedroom	<input type="checkbox"/> 3-bedroom
ADU Type~	<input type="checkbox"/> New	<input type="checkbox"/> Converted		
ADU Type (check one):	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached	<input type="checkbox"/> Converted garage	<input type="checkbox"/> Converted primary dwelling
Ag Worker Unit** (check one):	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

**must be at or under 1,200 sq. ft.

Income level ADU will be restricted to (check one):	<input type="checkbox"/> Low-Income (up to 80% AMI) <i>For rent range, see table 4</i>	<input type="checkbox"/> Moderate-Income (80-120% AMI) <i>For rent range, see table 5</i>
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By checking this box, I certify that the intended tenant is not related to any member of the family. An exception may be granted as a reasonable accommodation for a family member with a disability.

The following documentation must be attached to this application:

- Legal Description of Property
- Grant Deed- must identify all owners of the property

Property Owner(s)
Agreement to limit rent requires the signature of all owners

Date

FOR INTERNAL USE ONLY

Planner Name:		Approval Date:	
Fees Waived:	<input type="checkbox"/> Planning	<input type="checkbox"/> Coastal	<input type="checkbox"/> B&S
	<input type="checkbox"/> EHS	Fee Totals:	

Comments:

*floor area is defined as the sum of the gross area of all floors in all buildings on a site, measured from the exterior faces of the exterior walls, including enclosed understory, basement, and attic space that can be easily converted to living area.