

## ARO Affordable Housing Profile Form (AHP)

Submit this form for projects that are subject to the 2015 ARO (all projects submitted to City Council after October 13, 2015). More information is online at [www.cityofchicago.org/ARO](http://www.cityofchicago.org/ARO).

This completed form should be returned to the Department of Housing (DOH), 121 N LaSalle Street, 10th Floor, Chicago, IL 60602. **E-mail: [5FC@cityofchicago.org](mailto:5FC@cityofchicago.org)**

**Date:**

**DEVELOPMENT INFORMATION**

Development Name:

Development Address:

Zoning Application Number, if applicable:

Ward:

If you are working with a Planner at the City, what is his/her name?

**Type of City Involvement**

*check all that apply*

City Land

Planned Development (PD)

Financial Assistance

Transit Served Location (TSL) project

Zoning increase

**REQUIRED ATTACHMENTS:** the AHP will not be reviewed until all required docs are received

ARO Web Form completed and attached - or submitted online on

ARO "Affordable Unit Details and Square Footage" worksheet completed and attached (*Excel*)

If ARO units proposed, Dimensioned Floor Plans with affordable units highlighted are attached (*pdf*)

If ARO units proposed are off-site, required attachments are included (see next page)

If ARO units are CHA/Authorized Agency units, signed acceptance letter is attached (*pdf*)

**DEVELOPER INFORMATION**

Developer Name

Developer Contact

Developer Address

Email

Developer Phone

Attorney Name

Attorney Phone

**TIMING**

Estimated date marketing will begin

Estimated date of building permit\*

Estimated date ARO units will be complete

\*the in-lieu fee, recorded covenant and \$5,000 per unit administration fee (for off-site units) are required prior to the issuance of any building permits, including the foundation permit.

**PROPOSED UNITS MEET REQUIREMENTS** (to be executed by Developer & ARO Project Manager)

\_\_\_\_\_  
Developer or their agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Justin Root or Denise Roman, DOH

\_\_\_\_\_  
Date



### Required Attachments: For Off-Site Units Only

Your application will be reviewed when required documentation has been received. Off-Site Units fall into one of three categories: New Construction (NC); Significant Rehab (SR) and Prior Rehab (PR). Documentation is also required for the Subject Property (SP); the property that triggered the ARO Requirement. The documents required for each are listed below:

SP NC SR PR

- Evidence of Site Control
- Project Budget, with per-unit cost breakdown & documentation
- CMA or appraised value of proposed, for sale, off-site units
- Description + Schedule of anticipated building permits
- Certificate of Occupancy + Approved Plans & Permits (CofO must be <3 years old, or <1 year, if low-mod zone)
- Management Plan for off-site building that includes ARO units and a Marketing Brochure
- Signed Statement attesting that units are currently vacant - OR -
- Income Qualification packets, if current tenants are income-qualified & intend to lease ARO units
- Aldermanic letter of support (for both off-site location and ARO-triggering project)
- Completed ARO Unit Evaluation Table
- Recent permits: most recent permits for all major systems; plumbing, electrical, HVAC, Mechanicals and building envelope.

Does the proposed off-site project require a zoning change or financial assistance from the City?

Yes No

### Construction Drawings/Submissions

The Development team and the Architect of Record should prepare and submit the following information for review. One hard copy and one electronic pdf of all materials, plans, sketches, and photos should be submitted for review. Label each attachment to correspond to the requirement below (ie "Master Plan" etc)

- All Projects:**
- Project narrative:** should briefly summarize (one page, double-spaced) the project work scope, development objectives, site, building construction systems (identify wall, floor and roof construction), building design concepts and environmental
  - Master plan:** should locate the project site(s), depict the adjacencies to existing properties and, in the case of larger developments, illustrate proximity of proposed multiple sites.
  - Context photographs and drawings:** photos of all sites and existing buildings, photos should include nearest adjacent buildings.
  - Floor plans:** should clearly depict room designations, dimensions and typical furniture layout
  - Building section (optional):** should identify building materials, structural framing, depth of footings/foundations, ceiling heights of interior spaces and general floor and roof framing.
  - Site / Landscape plan:** conceptual site plan should identify setbacks, easements, number of parking spaces provided/required; refuse pick-up areas, utilities and pedestrian environment issues. Illustrate the type of plant materials, location of shrubs and trees, ground treatment, security fencing and other site features.
  - Front, side and rear elevations:** Illustrate selection and location of materials, doors, fenestration and roof configuration. Drawings should also indicate vertical heights and depth of foundations when a section drawing is not provided. For existing buildings, provide photographs of all exterior elevations.

Additional documents may be requested during the review by Construction & Compliance staff. A \$5,000/unit fee is required for prior to the issuance of the building permit for the ARO-triggering property.