



CITY OF HARRISONBURG

AFFORDABLE HOUSING FEE WAIVER PROGRAM

FEE WAIVER RESERVATION FORM

To initiate the process, email this form to the Housing Coordinator (liz.webb@harrisonburgva.gov) any time after obtaining a building permit. The City will review preliminary eligibility and notify you of fund reservation.

Applicant Information

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Tax ID: _____

Applicant Type (check all that apply): Owner Developer Corporation Individual

Sale Contract Purchaser 501(c)(3) Other _____

Are you in good standing with the Virginia State Corporation Commission? Yes No N/A

Property Information

Address: _____

Parcel ID: _____

Anticipated Date for Certificate of Occupancy: _____

Anticipated Home Value / Sale Price: _____

Is this unit part of a bigger project? No Yes Total Units in Development: _____

Total units in development that will qualify for fee waivers: _____

Unit Description (type, size, beds, baths, etc.): _____

Development Details (if applicable): _____

Realtors and/or lenders participating in project sale, if known: _____

Qualification Details

The unit must be purchased by a buyer within 100% Area Median Income, who will use the unit as their primary residence. How do you plan to meet those requirements? Check any that apply.

- I am the qualified buyer/owner
- Existing funding and/or program agreements obligate the unit to meet these requirements
- Organizational and/or charter-based mission obligates the unit to meet these requirements
- Still to be determined, but committed to working with the City and partners on this effort

Please describe relevant details. You may attach or provide links to additional documents.

Certifications

I am requesting to reserve water and sewer capital recovery fee waivers for the construction of an affordable for-sale residential dwelling unit within the City of Harrisonburg. I am committed to selling the unit for no more than the stated maximum sale price, to an income-qualified owner-occupant.

I understand that this reservation and any receipt of confirmation I receive from the City is dependent on submission and approval of a Request Form and all required attachments.

I certify that the information on this form is accurate and complete to the best of my knowledge.

Signature

Name/Title

Date

Attachments

- Building permit
- Good Standing with VCC (if applicable)
- Program Agreements, Funding Agreements (if applicable)
- Site Information (optional)