

## TOWN OF CHATHAM

### “FRIENDLY 40B” POLICY LOCAL INITIATIVE PROGRAM (LIP) PROJECT APPROVAL

#### 1. POLICY STATEMENT

It shall be the policy of the Town of Chatham to pursue and promote the development of low and moderate income housing pursuant to current applicable federal and state regulations. Further, the Board of Selectmen (Board) shall actively encourage the development of low and moderate income housing through the Local Initiative Program (LIP) pursuant to the Comprehensive Permit Law, M.G.L. Chapter 40B, ss. 20-23. Chapter 40B requires that municipalities provide low and moderate income housing equal to 10% of the community housing stock. Low and moderate income housing units developed through the Local Initiative Program that meet applicable regulatory requirements are eligible for inclusion on the Subsidized Housing Inventory and count toward Chatham’s 10% requirement

#### 2. SUBMITTAL REQUIREMENTS

Any developer seeking to obtain the Board’s LIP endorsement shall submit the information described below. Application materials shall be filed **not less than two (2) weeks prior** to the anticipated meeting of the Board. The actual date of the meeting will be determined by the Board. Supplemental materials and materials showing any changes to the project shall be provided not less than **seven (7) days** prior to the Board meeting in order to facilitate distribution to Board members and municipal staff.

##### 2.1. Plans

**2.1.1 Site Plan(s)** showing all existing and proposed structures, driveways, parking areas, landscape areas, and site amenities, such as courtyards or play areas. Plans shall show the distance of proposed structures to property lines and shall depict buildings on abutting properties.

**2.1.2 Architectural Plans** consisting of building elevations and floor plans. Architectural plans shall note the length, width, and height of all structures. Building height shall be shown in two measurements: as defined in the Chatham Zoning Bylaw and as measured to the highest point of the roof.

##### 2.2. Project Narrative

The Developer shall provide a Project Narrative describing the proposed project, including the proposed affordability component. The Narrative shall describe the affordable and market rate unit components in sufficient detail to establish unit quantity, type, placement within the project, and proposed pricing. The Board shall normally require a higher percentage of affordable units than is required by

statute and developers are encouraged to propose the maximum feasible percentage. The Narrative shall also clearly describe the existing conditions of the land, the proposed project, number of units, gross density, effective density (the density when land unsuitable or unavailable for development such as wetlands, floodplains, or land encumbered by easement is subtracted from the overall acreage), and distance of structures on abutting properties to the property and to proposed structures.

### **2.3. Community Outreach/Notification to Abutters**

A design process that includes public involvement early in the process will assist in garnering community support, thereby saving developers significant time and expense. The Board shall not consider any proposal under this Policy without evidence that the Developer has actively solicited input from all project abutters in a timely and sufficient manner.

### **2.4. Exceptions / Waivers**

The developer shall submit to the Board of Selectmen a list of waivers required to develop the project. The list shall indicate what is required under local regulation.

### **2.5. Narrative of Need/Benefit to the Community**

The Development Team shall provide a narrative on how the project will benefit the community and its consistency with the Town's Planned Production Plan. Conformance with DHCD's LIP Guidelines shall also be clearly stated.

### **2.6. List of Abutters**

The Developer shall provide a list of abutters and abutters to abutters within 300 feet of the property, said list to be prepared by the Assessors Office. The Developer shall notify all parties on the list by regular mail not less than 7 days in advance of the Board's initial Public Hearing LIP review meeting.

### **2.7. Project Budget/Pro Forma**

The Developer shall submit a project budget/pro forma detailing anticipated expenses and revenues of the project.

### **2.8. Fee**

A certified or cashier's check in the amount of \$50 per unit with a minimum of \$1,000 shall accompany the Developer's initial application for LIP endorsement. This fee is intended to defray the cost of staff review associated with LIP endorsement requests and is in addition to any other fees that may be charged by the Town or other agencies.

### 3. STAFF INPUT

Prior to filing with the Board, the Developer shall initiate discussions with relevant municipal departments in order to identify and address potential issues. Municipal departments must include the Community Development Department, Fire Department, Police Department, DPW, Conservation Commission, Water and Sewer Department and Board of Health.

### 4. CHATHAM AFFORDABLE HOUSING COMMITTEE INPUT

The Developer shall review the Project's affordable component with the Chatham Affordable Housing Committee. The review shall include a determination of pricing of the affordable units, affordable unit location, and the type of housing proposed. The Chatham Affordable Housing Committee shall provide its comments and recommendations to the Board relative to the affordable housing proposed.

### 5. ADDITIONAL REQUIREMENTS

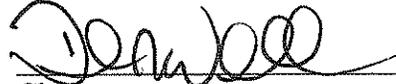
The Board reserves the right to require the Developer to provide additional information to assist the Board in making a decision.

### 6. BOARD OF SELECTMEN ACTION

The Board may grant, grant with conditions, or deny its endorsement of any LIP under consideration.

Approved: September 4, 2007

Board of Selectmen

  
Chair,

  
Vice Chair

  
Clerk

