



**Department of City Planning  
Mandatory Affordable Housing Certification Form for Compliance with 16-O-1163**

**Instructions:** this form must be completed for all multifamily residential developments that receive a grant, incentive, or subsidy through a sale lease-back or other written agreement involving a development authority doing business in the City of Atlanta. If you have any questions about this form, please contact Anthony Grant at [aagrant@atlantaga.gov](mailto:aagrant@atlantaga.gov). **(Developers, please select only one Affordability Level, 60% or 80% of AMI, not both. Thank you.)**

**I. Please complete the following acknowledgement of compliance (check only one statement)**

I, \_\_\_\_\_,

Acknowledge the plans set forth will satisfy the requirements of Sec. 54-1 of the Atlanta municipal code and certify the following floorplans to be built will be affordable units and the number of units to be designated affordable within each floorplan type. This includes acknowledgement that each affordable unit is substantially similar in construction and appearance to market rate units, and shall not be in isolated areas of the development, but shall be interspersed among market rate units.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**II. For each unit configuration, please complete the following table to identify affordable units. Attach a separate table if more space is needed.**

Unit type	# total units	Affordability level (___% or less AMI)	Unit mix	# affordable units (round up)	Expected market rent
Sample- Ex) 1 bed/1 bath	20	80%	15%	3	\$1000
Sample - Ex) 2 bed/2 bath	50	80%	15%	8	\$1400

**III. Please provide information on the property and for us to contact you.**

Property Name	
Property Address	
Contact Phone Number(s)	
Contact Email Address(es)	

**IV. Please submit with the building permit application a detailed marketing plan on how affordable units will be promoted. Be sure to include:**

- A. Who: target audience
- B. What: messaging and language to be used in promotional material
- C. When: promotion and campaign launch timeline
- D. Where: distribution method or networks (e.g. print flyers, web ads, etc.)

**Certification (for OHCD use only)**

Proposed project meets all on-site affordability and program requirements per ordinance 16-O-1163.

\_\_\_\_\_  
OHCD reviewer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Based on 2020's Atlanta Area Median Income (\$82,700) as published periodically by HUD.**  
**Developers/Applicants: If your project includes For Sale units, please do not include them, as the Inclusionary Zoning does not apply to for sale units.**