



DIRECTIONS

- All developments constructing penthouse habitable space must execute this form at the time of the building permit review for the penthouse. Do not execute this form if no penthouse habitable space is constructed.
- Where penthouse habitable space is constructed in association with: (1) a new Inclusionary Zoning (IZ) development, or (2) an addition to an existing development that itself would trigger new or expanded IZ requirements within the building, then execute **both** the “Penthouse Affordable Housing Addendum” (“Addendum”) and a “Certificate of Inclusionary Zoning Compliance (CIZC)” Application. Ensure that data matches between the two forms.
- Where penthouse habitable space is constructed in association with a new building or addition (residential or non-residential) which is: (1) not otherwise subject to IZ requirements, *and* (2) any penthouse generated IZ or affordable housing square footage would *not* be provided within the building, then execute an Addendum **only** and **not** a CIZC application.

SECTION A - PROJECT INFORMATION (All information must match building permit application, where applicable)

1. Name of the Development				2. Address(es) of the Development	
3. Square/Suffix	4. Lot(s)	5. Ward	6. Overlay District / Zoning District	7. Zoning Commission or BZA Order (if applicable)	8. Building Permit Application Date: _____ Number: _____
9. Owner of Building or Property			10. Owner Address (include ZIP code)		11. Owner Phone # & Email
12. Agent for Owner			13. Agent Address (include ZIP code)		14. Agent Phone # & Email

SECTION B – RESIDENTIAL BUILDINGS CONSTRUCTING PENTHOUSE HABITABLE SPACE

<p>1. Would penthouse habitable space be provided in the following circumstances:</p> <p>A. <u>Both a CIZC application and an Addendum must be executed when:</u></p> <p><input type="checkbox"/> The new penthouse habitable space is being provided as part of a new building or as an addition to an existing building which itself is subject to a new or expanded IZ requirement within the building.</p> <p><input type="checkbox"/> New penthouse generated IZ square footage is being satisfied <i>within</i> a new or existing building or addition <u>not</u> otherwise subject to IZ.</p> <p>B. <u>Only Addendum must be executed when:</u></p> <p>The new penthouse habitable space is being provided as part of a new building or addition <i>not</i> otherwise subject to IZ <u>and</u> either:</p> <p><input type="checkbox"/> The affordable housing requirement is satisfied through a contribution to a housing trust fund; or</p> <p><input type="checkbox"/> There is no Penthouse Habitable Space subject to IZ set-aside provisions per C-1500.11 (still complete first 2 entries of Box 2).</p>	<p>2. Provide the following Penthouse Habitable Space information (references shown to CIZC Boxes, if applicable):</p> <p>(a) Total Penthouse Habitable Space: _____ sq. ft.</p> <p>(b) Penthouse Habitable Space subject to IZ set-aside provisions per C-1500.11: _____ sq. ft.</p> <p>(c) Primary Construction Method of building as a whole: <input type="checkbox"/> Steel and/or Concrete (CIZC Box 19) <input type="checkbox"/> Other (such as stick built)</p> <p>(d) Factor used (CIZC Box 26): <input type="checkbox"/> 8% or <input type="checkbox"/> 10%</p> <p>(e) Penthouse IZ Requirement within building (CIZC Box 28): _____ sq. ft.</p> <p>3. How is the penthouse affordable housing requirement being satisfied?</p> <p><input type="checkbox"/> The penthouse generated IZ square footage is being provided within the building generating the penthouse IZ requirement at units: _____</p> <p><input type="checkbox"/> The affordable housing requirement is being satisfied through a contribution to a housing trust fund (per C-1006.10(a)-(c))</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Total contribution to housing trust fund (if applicable):

$C = PHS * ((AV/LA) / FAR) * 50\%$

ZA confirmation of contribution calculation: _____ (official use only)

C = Contribution

PHS = Penthouse Habitable Space subject to IZ set-aside

provisions per C-1500.11 [same as Ugevkp'D. Box 2(b)'tdqxl]: _____ sq. ft. Total contribution required: \$ _____

AV = Assessed Value of property (land): \$ _____ Amount paid at time of building permit: \$ _____

LA = Square feet of land area of property: _____ sq. ft. Amount remaining to be paid no later than CofO: \$ _____

FAR = Max permitted residential FAR: _____

SECTION C – NON-RESIDENTIAL BUILDINGS CONSTRUCTING HABITABLE PENTHOUSE SPACE

<p>1. Amount of penthouse habitable space provided per C-1500.12:</p> <p>_____ sq. ft.</p>	<p>2. Is the penthouse generated affordable housing requirement being satisfied as follows?</p> <p><input type="checkbox"/> Exempt because penthouse habitable space provided does not exceed 1,000 square feet; or</p> <p><input type="checkbox"/> Construction or rehabilitation of the required affordable housing; or</p> <p><input type="checkbox"/> A housing trust fund contribution</p>	<p>3. If satisfied through construction or rehabilitation of required housing, provide the location (including unit numbers) and average square footage size of the dwellings or units (and any additional information needed):</p> <p>_____</p> <p>_____</p>
--------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Total contribution to housing trust fund (if applicable):

$C = PHS * ((AV/LA) / FAR) * 50\%$

ZA confirmation of contribution calculation: _____ (official use only)

C = Contribution

PHS = Penthouse Habitable Space: _____ sq. ft.

Total contribution required: \$ _____

AV = Assessed Value of the property (land): \$ _____

Amount paid at time of building permit: \$ _____

LA = Square feet of land area of property: _____ sq. ft.

Amount remaining to be paid no later than CofO: \$ _____

FAR = Max permitted non-residential FAR: _____

SECTION D – PROJECT ARCHITECT’S OR PROJECT ENGINEER’S CERTIFICATION

1. Name:	2. D.C. Lic. No.	3. Address: (include ZIP code)	4. Phone # and Email
----------	------------------	--------------------------------	----------------------

Signature of Project Architect/Engineer: _____ Date: _____

SECTION E - APPLICANT’S SIGNATURES

Owner: I hereby certify that I am the owner of the property, that the application and plans are complete and correct to the best of my knowledge, that if a permit (or permits) is issued, construction will conform to the D.C. construction codes, the Zoning Regulations, and other applicable laws and regulations of the District of Columbia.

Signature: _____ Address: _____ Date: _____

Agent: I hereby certify that I have the authority of the owner to make this application. I declare that the application and plans are complete and correct to the best of my knowledge, that if a permit (or permits) is issued, construction will conform to the D.C. construction codes, the Zoning Regulations, and other applicable laws and regulations of the District of Columbia.

Signature: _____ Address: _____ Date: _____

SECTION F - ZONING ADMINISTRATOR CHECKLIST (OFFICIAL USE ONLY)

	Yes	No	N/A	Comments
Information: Is the application complete?				
1. Penthouse floor plans and elevations	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>	
2. Penthouse financial contribution to a housing trust fund (at least 50% of the amount owed must be paid at the time of permit)	2. <input type="checkbox"/>	2. <input type="checkbox"/>	2. <input type="checkbox"/>	
3. Remaining balance of financial contribution to a housing trust fund must be listed on building permit for payment prior to C of O.	3. <input type="checkbox"/>	3. <input type="checkbox"/>	3. <input type="checkbox"/>	
4. Off-site assistance documentation	4. <input type="checkbox"/>	4. <input type="checkbox"/>	4. <input type="checkbox"/>	
5. Are all signatures present?	5. <input type="checkbox"/>	5. <input type="checkbox"/>	5. <input type="checkbox"/>	
Analysis: Does the application demonstrate compliance?				
1. Is the penthouse generated IZ square feet set aside, contribution, or affordable housing production sufficient?	1. <input type="checkbox"/>	1. <input type="checkbox"/>	1. <input type="checkbox"/>	

ZONING ADMINISTRATOR – This certifies that the Addendum is hereby: Approved Denied due to the items checked above

Signed: _____ Date: _____