



Housing Obligation Compliance Form

Resolution 12-2025

1) Project Information

Project Name:

Project Address/ Legal Description:

Owner/ Developer/ Applicant Name:

Date Submitted:

Type of Project:

Residential

Commercial

Mixed-Use

2) Affordable Housing Requirement Summary

(enter values directly from the Housing Mitigation Excel Workbook)

Total Required AUEs (from Excel):

Total Proposed AUEs:

Select how you will meet the obligation (Section 9):

Construction of unit(s) on-site

Construction of unit(s) within Park City

Dedication of existing units within Park City

Construction of units outside Park City (within Park City School District)

Conveyance of Land (within Park City School District)

Payment of Fees in Lieu of Development

Combination approach (provide description):

3) Unit Type & Square Footage Standards (Section 9)

Select Dwelling Unit Distribution:

Single-Family
Multi-family
Mixed
Alternate Distribution Ratios

List the proposed affordable units:

Note: Minimum/maximum SF and occupancy per unit type must comply with Section 9.C.

Attach:

Unit floor plan(s)

Documentation demonstrating compliance with Section 9.C.3.

4) Minimum Green Building Requirements (Section 9.F)

Provide a description summarizing how the proposed affordable units comply with the green building requirements.

5) Affordable Unit Amenities (Section 9.G)

Describe how unit amenities meet or exceed minimum requirements.

6) HOA/ CC&R Requirements (Section 9.H)

If applicable, describe how HOA dues and assessments comply with affordability limitations.

8) Timing of Occupancy (Section 11)

Describe how affordable units will be delivered in relation to market-rate units.

Delivered concurrently

Delivered proportionally by phase

Alternative timing (describe below)

9) Housing Mitigation Plan Requirements (Section 13)

Attach:

Completed Housing Mitigation Excel Workbook

Site Plan(s) showing the location of affordable units

Unit floor plan(s) showing unit size and required minimum clearances

Supporting documentation per Section 13

10) Construction Timing (Section 14)

Provide a description explaining compliance with construction timing requirements.

11) Good Faith Marketing Requirements (Section 15)

Provide a description of your marketing plan for deed-restricted units.

12) Household Qualifications Requirements (Section 16)

Provide a description of your household qualifications for deed-restricted units.

13) Application Process (Section 17)

Explain the applicant selection, application, and review process.

14) Calculation of Sale Price (Section 18) *if applicable*

Describe how maximum sale price is determined per Section 18.

15) Rental Procedures (Section 19) *if applicable*

Provide a description of rental procedures and restrictions.

17) Certification & Reporting

- After full occupation, the Owner/ Developer/ Property Manager must submit an annual compliance report to the City (Section 21). For for-sale units, each property owner is responsible for submitting the annual compliance report beginning in the second year of their ownership.
- By signing below, the Applicant/ Developer certifies the information in this submission is accurate and complete.

Signature:

Printed Name:

Date: