



**INSTRUCTIONS FOR APPLICATION TO
CAMBRIA COMMUNITY SERVICES DISTRICT
AFFORDABLE HOUSING PROGRAM APPLICATION FOR
ALLOCATION OF WATER AND SEWER SERVICE**

The Cambria Community Services District Board of Directors has adopted CCSD Municipal Code Section 8.04.110 to address affordable housing projects. Under Section 8.04.110(B), all proposed affordable housing projects are to be reviewed for approval by the Board of Directors on a case-by-case basis for allocations from the existing balance in the CCSD's affordable housing allocation.

In addition, although the CCSD has a Water Code Section 350 water shortage emergency declaration currently in effect, under CCSD Municipal Code Section 8.04.110(C) the Board may determine that Intent to Serve Letters may be issued to allow a project for extremely low-income, very low-income, lower-income, moderate-income, or workforce housing projects to proceed and connect to the District's water system. This, however, is also subject to San Luis Obispo County's Growth Management Ordinance which currently establishes a zero percent growth rate in Cambria and does not include an exemption for Workforce housing at this time.

In order to encourage the development of affordable housing units meeting the County's **extremely low-income, very low-income or lower-income eligibility requirements only**, the Cambria Community Services District Board of Directors may provide the following incentive to qualified applicants: The water and sewer connection fee may be reduced by up to fifty percent (50%) for each unit constructed. Such reduction shall be in the form of a refund once the housing units are completed.

- 1.) Projects or affordable housing units within a larger project, meeting each of the following requirements, shall be eligible to participate in the affordable housing program:**
 - The property identified for a project must be within both the district boundary and the County urban services line.
 - All projects must meet the County's affordable housing eligibility standards as set forth in San Luis Obispo County Code Section 23.04.094.
 - The project owners must **agree to contract with a third-party housing corporation or housing authority** within the County to determine eligibility for occupancy by extremely low-income, very low-income, lower-income, moderate-income or workforce housing.
 - The property owners shall comply with the application and administration procedures established by the District for this program, including, but not limited to, payment of any required fees and demonstrating that they have executed covenants restricting the use and affordability of the property required by the County.

- 2.) Submit a completed "Application" and payment of \$55 fee.** A complete application shall consist of: a.) Affordable Housing Program Application for Allocation of Sewer and Water Service form; b.) Disclosure and Acknowledgement form; c.) County approved discretionary land use permit or subdivision map and fully executed County Affordable Housing Agreement; d.) Documentation from third-party housing corporation or housing authority relating to eligibility determinations.

- 3.) Completed applications submitted with appropriate fee** will be processed to the Board of Directors for a determination for approval of affordable housing allocations in the order they are received.

- 4.) Applicant must comply with Retrofitting requirements** and the timelines established under the District's Water Conservation ordinances.

- 5.) Projects that are not seeking an Intent to Serve Letter, or that the Board of Directors does not approve for an Intent to Serve Letter will be placed on the District's Affordable Housing Program Wait List.**