

# **ATLANTA BELTLINE AFFORDABLE HOUSING TRUST FUND DEVELOPER GRANTS**

## **COMPLETE 2011 APPLICATION FOR FUNDING**

- MULTI-FAMILY DEVELOPER GRANTS**
- SINGLE-FAMILY DEVELOPER GRANTS**

**SUBMIT TWO (2) COMPLETED HARDCOPIES AND  
ONE (1) ELECTRONIC COPY OF THE (BAHTF) APPLICATION IN A 3-RING BINDER TO:**

**ATLANTA DEVELOPMENT AUTHORITY  
ATTN: RASHEED BRACEY  
PROGRAM MANAGER HOUSING FINANCE  
86 PRYOR STREET, SUITE 300  
ATLANTA, GA 30303**

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**THE ATLANTA DEVELOPMENT AUTHORITY**

The Atlanta Development Authority (“ADA”) is a public authority created by the City of Atlanta to promote the revitalization and growth of the City. It represents a consolidation of the City’s economic and community development efforts in real estate, finance, marketing and employment, for the purpose of providing a focal point for improving Atlanta’s neighborhoods and the quality of life for all of its citizens. ADA is the cornerstone of an overall effort to provide economic and redevelopment services in a more effective and efficient manner.

ADA has six divisions: Commerce and Entrepreneurship; Finance, Facilities and Asset Management; Housing Finance; Legal; Marketing and Public Relations; and Tax Allocation Districts.

**THE ATLANTA BELTLINE INC.**

The Atlanta Beltline Inc. (“ABI”) is the entity tasked with planning, coordinating and executing BeltLine implementation in tandem with the BeltLine’s public and private partners, including City of Atlanta Departments. Its functions include program management, development planning and design, community engagement, infrastructure construction and management, real estate acquisition and management and public affairs.

The Beltline is a system of new and improved transit, parks, trails, affordable housing and other improvements around a 22 mile loop of railway. The benefits and development of this new system will be distributed equitably around the Beltline, which will connect 45 neighborhoods in both developed and formerly underdeveloped areas of the city.

**BELTLINE AFFORDABLE HOUSING TRUST FUND**

Affordable housing is a critical component of the Beltline development. The City Council created a BAHTF to promote the creation and preservation of affordable housing within the Beltline neighborhoods. The BAHTF is funded from 15% of Beltline Tax Allocation District (“TAD”) revenues over the 25-year life of the TAD. Grant funds from BAHTF add a necessary, flexible and unprecedented tool to Atlanta’s affordable housing toolkit. These funds can be combined with other affordable housing programs and city incentives and leveraged with private dollars to construct or renovate affordable housing units in the city. The goal of the BAHTF is to create a balanced mix of rental and owner occupied housing units and to encourage the distribution of affordable housing around the beltline.

The program components of the BAHTF include:

- Down payment Assistance
- Multifamily Rental Developer Incentives
- Single Family Developer Incentives
- Community Housing Development Organization (CHDO) set aside for multifamily rental and single family homeownership
- Property Acquisition for Rental Affordable Housing
- Property Acquisition for Owner-occupied Affordable Housing

Grants are available to Multifamily Developers from the Beltline Affordable Housing Trust Fund to finance multifamily developments along the Beltline. Grant funds may be used to finance acquisition (including acquisition of partially or fully completed foreclosed properties), construction or renovation of multifamily housing for families at or below 60% of Area Median Income (as defined by the Department of Housing and Urban Development). These grants to developers are enforced by a Land Use Restriction Agreement (LURA). The total amount of the grant dollars may not exceed 30% of the total development costs with a cap of \$2,500,000 per multifamily development. The developer is required to obtain additional financing from other sources to complete the development.

BAHTF dollars will only be awarded to those developments that would not be economically feasible without this public subsidy. The amount of funding granted to a specific development may reflect an award of less than 100% of the requested amount based on the assessment of financial need made by ADA and other factors as determined by ADA.

***Program funds not expended within 12 months of funding approval may be reallocated to other components to insure that 100% of bond proceeds meet spend down requirements***

**BAHTF ELIGIBILITY & REQUIREMENTS**

**A. ELIGIBLE DEVELOPMENTS**

- Grant dollars for development funding are available for mixed financed rental development or owner occupied development. These developments may be new construction, rehabilitation of existing housing, acquisition and conversion of market rate multifamily housing into affordable multifamily housing, or conversion of non-residential developments to residential housing.
- To receive grant dollars as a CHDO, the organization must be designated as such on January 1 of the year the application is submitted. A CHDO can act as a developer, sponsor or owner of the development. If the CHDO is acting as a development sponsor, it must have at least a 25% profit interest.

**B. ELIGIBLE MULTIFAMILY DEVELOPMENTS MUST:**

- Be located within the Beltline TAD; See [http://gis.atlantaga.gov/apps/parcel\\_search/](http://gis.atlantaga.gov/apps/parcel_search/) to verify
- Serve a population at or below 60% of Area Median Income with a minimum of fifteen percent (15%) of the units set aside for this population;
- Set aside a minimum of 15% of units for market rate tenants with no income restrictions
- Provide for long-term affordability:
  - 15 years for developments receiving up to \$25,000 per affordable unit;
  - 20 years for developments receiving up to \$25,001 - \$30,000 per affordable unit;
  - 30 years for developments receiving up to \$30,001 - \$40,000 per affordable unit;
- Demonstrate the need for BAHTF assistance. ADA staff will perform a “but-for” test;
- Comply with the BeltLine’s “Community Benefits Jobs Policy” regarding the hiring and training of low-income City of Atlanta residents.  
See <http://beltline.org/Portals/26/PDF/Policy-%20Final.pdf>
- Pay a minimum of Prevailing Wages to construction workers as determined by the U.S. Department of Labor. See <http://www.gpo.gov/davisbacon/ga.html>;
- Meet minimum EarthCraft standards in newly constructed and rehabilitated developments as evidenced by a completed EarthCraft scoring worksheet and architect certification. See [www.earthcrafthouse.com/resources/builder-guidelines.htm](http://www.earthcrafthouse.com/resources/builder-guidelines.htm)
- Comply with Beltline Overlay District Regulations;
- Balance cost and quality; all affordable units must be comparable in size and quality to market rate units within the same development;
- Complement and enhance existing character of the neighborhood.

**C. ELIGIBLE OWNER-OCCUPIED DEVELOPMENTS MUST:**

- Be located within the Beltline TAD; See [http://gis.atlantaga.gov/apps/parcel\\_search/](http://gis.atlantaga.gov/apps/parcel_search/) to verify
- Be condominiums, town homes, or single family detached homes;
- Have a minimum of 5 units;
- Serve a population at or below 100% of AMI for 1or 2 persons and families of 3 or more at or below 115% of AMI (as defined by HUD);
- Have a minimum of fifteen percent (15%) of the “for-sale” units in the total development set aside for families at or below 100% – 115% of AMI (based on family size);
- Have a minimum of 15% of the units set aside for market-rate tenants with no income restrictions;
- Demonstrate the need for BAHTF assistance; ADA staff will perform a “but-for” test;
- Provide for 15 years of affordability;
- Not exceed a purchase price of \$252,890
- Comply with the BeltLine’s “Community Benefits Jobs Policy” regarding the hiring and training of low-income City of Atlanta residents.  
See <http://beltline.org/Portals/26/PDF/Policy-%20Final.pdf>
- Pay a minimum of Prevailing Wages to construction workers as determined by the U.S. Department of Labor. See <http://www.gpo.gov/davisbacon/ga.html>;
- Meet minimum EarthCraft standards in newly constructed developments as evidenced by a completed EarthCraft scoring worksheet and architect certification.  
See [www.earthcrafthouse.com/resources/builder-guidelines.htm](http://www.earthcrafthouse.com/resources/builder-guidelines.htm)
- Meet Barrier Free requirements as defined by the City of Atlanta ordinance for all single family developments and triplex developments.
- Comply with Beltline Overlay District Regulations;
- Balance cost and quality; all affordable units must be **comparable** in size and quality to market rate units within the same development;
- Complement and enhance existing character of the neighborhood.

**D. ELIGIBLE USES OF GRANT FUNDS FOR MULTI-FAMILY RENTAL:**

- Grant funds must be used as gap financing for acquisition, construction or renovation of multifamily rental housing for families at or below 60% AMI.
- Grant funds may not exceed 30% of the total capital expenditures (excluding development fees paid to the developer or its affiliates) with a maximum of \$2,500,000 per development.
- A CHDO can receive a grant from both the CHDO and non-CHDO allocation pools, but the combined amount cannot exceed the maximum of \$2,500,000 per development

- Grant funds must be used for multifamily developments and will not be made or committed unless funding sources are identified for the balance of the total development cost.

**E. ELIGIBLE USES OF GRANT FUNDS FOR OWNER OCCUPIED DEVELOPMENTS:**

- Grant funds must be used as gap financing for acquisition, construction or renovation of owner-occupied housing.
- Grant funds may not exceed 30% of the total capital expenditures (excluding development fees paid to the developer or its affiliates).
- Funds must be used for owner-occupied developments and will not be made or committed to be made unless funding sources are identified for the balance of the total development cost.
- Grants will be made to developers and passed on to eligible buyers in the form of a deferred second mortgage. Second mortgage will be forgiven after 15 years as long as the unit remains owner-occupied. Principal plus share on gain is due upon sale or refinancing during years 1 – 9; principal only for years 10 – 15.

**F. SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE):**

As required by law and in compliance with O.C.G.A. Section 50-36-1, et seq., the Authority is mandated by the State to comply with the Systematic Alien Verification Entitlements Program. Anyone filing an application on behalf of an individual, corporation, partnership or other private entity (the "Applicant"), for which a "public benefit", as that term is defined in O.C.G.A. Section 50-36-1(3)(A), has been applied, are required to fill out and execute the Affidavit Verifying Status for Receipt of Public Benefit provided by the Authority. Please note that O.C.G.A. Section 50-36-1, et seq., requires aliens under the Federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number.

**APPLICATION CYCLE**

CYCLE	APPLICATION ACCEPTANCE	NOTIFICATION OF AWARD
1	January 1 – February 28	March 24 <sup>th</sup>
2	April 1 – May 31	June 23 <sup>rd</sup>
3	July 1 – August 31	September 22 <sup>nd</sup>
4	October 1 – November 30	December 22 <sup>nd</sup>

**APPLICATION SUBMISSION REQUIREMENTS**

- A. Submit completed BAHTF application with application fee based on the above cycle. It is the responsibility of the applicant to submit a complete application with current information. The ADA staff reserves the right to request additional information or documentation as needed to complete the application assessment. ***Note: Please include address and parcel ID number to verify that development is in the Beltline TAD.***
- B. BAHTF Application submitted by Applicants who currently have non-performing loans or grants, past due fees with ADA or a related entity will not be considered.
- C. The BAHTF grant dollars will be awarded at the conclusion of each application cycle to developments that overall meet the goals and objectives of the BAHTF. The Grant amount will not exceed \$40,000 per affordable unit with a maximum amount of \$2,500,000 per development.
- D. The following documents are required to be submitted with the application:
  - Letter from CHDO Board supporting the request for funds (if applicable)
  - Market Study (must be less than six months old)
  - Appraisal (for developers using BAHTF for acquisition)
  - Physical Needs Assessment (for acquisition/rehab developments)
  - Neighborhood Planning Unit Letter of Support or Denial
  - Commitment Letters from other Lending Sources
  - Term Sheet From other Financing Sources Detailing Transaction
  - Sources and Uses
  - 15-year Operating Proforma
  - Evidence of Site Control
  - Phase I Environmental
  - Development Renderings and Existing Site Photos
  - Firm Construction Budget
  - Construction Contract
  - Executed Architecture Agreement
  - Architect EarthCraft Certification
  - ½ Size Architectural Drawings (at a minimum to a schematic level of detail)

- Completed EarthCraft Scoring Worksheet  
(See [www.earthcrafthouse.com/resources/builder-guidelines.htm](http://www.earthcrafthouse.com/resources/builder-guidelines.htm))
- Map Showing Development Location
- Marketing Plan (for rental developments)
- Lease Up Schedule (for owner occupied developments)
- Documentation of Minority/ Female/ Disadvantaged Business Enterprise efforts

**CRITERIA**

- A. Financial Feasibility – Maximum Points 50
- B. Readiness to Proceed – Maximum Points 50
- C. Developer & Property Management Experience – Maximum Points 40
- D. Serving Special Populations – Maximum Points 30
- E. Housing Quality/Quality of Life (See Exhibit A) – Maximum Points 40
- F. Other Considerations – Maximum Points 10

Applications need to score at least 150 points to be recommended to the ADA Board.

**SCORING PREFERENCES:**

Developments with one or more of the following will receive a strong scoring preference which is the highest point value in its respective scoring category:

- Evidence of strong financial feasibility for the project
- Evidence of site control
- Developer and development team's experience with affordable housing
- 10% of the total units are to persons at or below 30% of AMI.
- Proposed development incorporates Community Land Trust ("CLT") units as part of development

**OTHER KEY SCORING PREFERENCES:**

- Financial strength of developer
- Firm commitment letters from financing sources
- Aesthetic design & adherence to Beltline Overlay District Principles
- Proximity to the BeltLine



- Developments in existing Community Housing Development Organization (“CHDO”) or Community Development Corporation (“CDC”) neighborhoods that include local organizations as a significant partner on the development team
- Developments with units that are prewired for security systems.
- Developments requiring less subsidy per affordable unit.

**APPLICATION PROCESS**

- A.** Grant applications will be approved by the Housing Committee of the ADA Board of Directors (“Committee”).
1. In order to determine eligibility of a development for BAHTF financing, interested applicants must:
    - a. Contact ADA to arrange an initial meeting to discuss the viability of your proposed development for financing.
    - b. Complete the application and submit the package in a 3-ring binder with a complete electronic copy of the application on a CD with content, tabs, formatting and order of data identical to that of the hard copy application. One copy of the completed application and CD shall be submitted to the Atlanta Development Authority, accompanied by the non-refundable application fee.
  2. Upon receipt of an application, ADA staff will review the application for content and completeness. After the application has been reviewed for consistency with ADA/BAHTF goals, ADA staff will evaluate and score the application. The ADA staff will present to the Committee its recommendation for funding.
  3. Upon approval for funding by the Committee, the developer will be notified by ADA.
  4. The developer of approved development will be required to enter into a Beltline Grant Agreement (“Agreement”). The Agreement outlines the terms, conditions and covenants of the BAHTF. It also details disbursement of proceeds.
  5. Application Expiration Due to Development Delay: The approval may be rescinded, if closing has not commenced within nine (9) months of Housing Committee approval. In this case, a new application and payment of the application fee would be required to reconsider the transaction at a later date.
  6. Material Development Changes: The amount and timing of BAHTF proceeds may change if the underlying deal, development construction quality, and/or associated sponsorship materially changes, regardless of whether the original transaction has already been

approved by the Committee. At ADA's sole discretion, a new application and fee may be required.

**FEES AND CHARGES**

**A. Application Fee**

An application fee of \$1,000 (\$500, if CHDO) is payable to The Atlanta Development Authority when the application is submitted. Any application submitted without full application fee is deemed incomplete and will not be considered until such time that fee is received. The application fee is non-refundable.

**B. Commitment Fee**

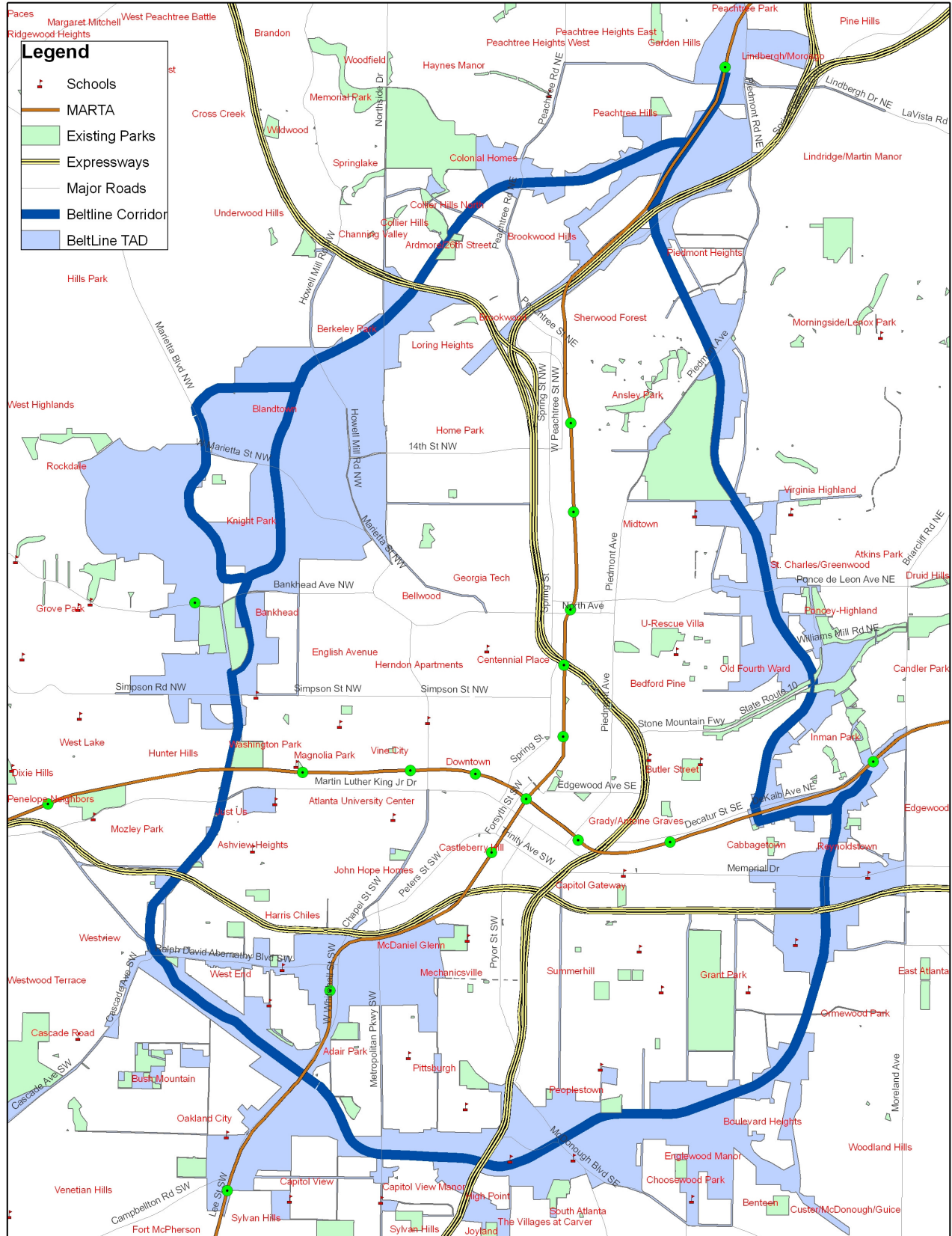
A non-refundable commitment fee of \$1,500 (\$1,000 if CHDO) is payable one-time at notification of award of grant funding.

**C. Asset Management Fee**

An asset management fee of \$2,000.00 (\$1,500.00 if CHDO) is payable to the Atlanta Development Authority for monitoring and compliance during the affordability period. The fee for the two years is due at closing. Thereafter, the fee is payable on the anniversary date of the closing.

**D. Counsel Fee**

Counsel fee is at cost.



**APPLICATION FOR  
BELTLINE AFFORDABLE HOUSING TRUST FUND GRANTS**

**THIS APPLICATION CAN BE COMPLETED ELECTRONICALLY. PLEASE TYPE IN REQUESTED INFORMATION AND THEN SUBMIT BOTH ELECTRONIC AND HARD COPIES OF THE COMPLETED APPLICATION.**

**QUALIFYING PROGRAM (PLEASE INDICATE)**

**BAHTF (MF) DEVELOPER GRANTS** **PLEASE CHECK**

**BAHTF (SF) DEVELOPER GRANTS** **PLEASE CHECK**

*\*As specified in Program Description, this must be submitted in full at time of application  
A CHECK PAYABLE TO ATLANTA DEVELOPMENT AUTHORITY IS REQUIRED UPON SUBMISSION*

**TAB A: FUNDING REQUEST**

**NAME OF PROPOSED DEVELOPMENT**

**AMOUNT OF FUNDING REQUESTED**

BELTLINE FUNDING

APPLICATION FEE\*

*\*As specified in Program Description, this must be submitted in full at time of application.*

**TAB A: DEVELOPER INFORMATION**

**NAME OF DEVELOPER**

**IS DEVELOPER A CHDO?**

**Yes, City of Atlanta**

**Yes, State**

**No**

**ADDRESS OF DEVELOPER**

**DESIGNATED CONTACT PERSON**

**TITLE**

PHONE

EMAIL

ADDRESS

**OWNERSHIP ENTITY NAME**

LEGAL FORM\*

INDIVIDUAL

GENERAL PARTNERSHIP

SOLE PROPRIETORSHIP

FOR-PROFIT CORPORATION

LIMITED PARTNERSHIP

JOINT VENTURE

NOT FOR-PROFIT CORPORATION

501 (c) 3

LIMITED LIABILITY CO.

IF GENERAL PARTNERSHIP, GENERAL PARTNER(S) OWNS (LIST ALL)

NAME OF GENERAL PARTNER(S) %

NAME OF GENERAL PARTNER(S) %

NAME OF GENERAL PARTNER(S) %

NAME OF GENERAL PARTNER(S) %

IF LIMITED PARTNERSHIP, LIMITED PARTNERSHIP OWNS %

IF JOINT VENTURE, NAME OF JOINT VENTURE PARTNERS AND RESPECTIVE PARTICIPATIONS IN JV

*Attach detail as necessary to explain ownership structure.*

**DEVELOPER MANAGER NAME**

**TAB A: DEVELOPMENT TEAM**

**PROPOSED ARCHITECT**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED CONTRACTOR**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED PROPERTY MANAGER**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED DEVELOPER ATTORNEY**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED FINANCIAL ADVISOR**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**IS ANY DEVELOPMENT TEAM MEMBER A MINORITY/ FEMALE OR DISADVANTAGED BUSINESS ENTERPRISE (M/F/DBE)**

**NO**

**YES**

**ROLE**

DESIGNATED CONTACT PERSON

**TAB B: GENERAL DEVELOPMENT INFORMATION (FOR SALE UNITS, IF APPLICABLE)**

**PROPOSED ARCHITECT**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED CONTRACTOR**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED SALES/MARKETING TEAM**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED PROPERTY MANAGER**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED DEVELOPER'S ATTORNEY**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED MINORITY/FEMALE/ DISADVANTAGED BUSINESS PARTNER (IF APPLICABLE)**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**PROPOSED FINANCIAL ADVISOR (IF APPLICABLE)**

DESIGNATED CONTACT PERSON

PHONE

EMAIL

**TAB B: GENERAL DEVELOPMENT INFORMATION (FOR SALE UNITS, IF APPLICABLE)**

DEVELOPMENT NAME

PROPERTY ADDRESS

NPU

GENERAL DEVELOPMENT DESCRIPTION

CENSUS TRACT NUMBER

DEVELOPMENT TYPE



**TAB B: RESIDENTIAL DEVELOPMENT INFORMATION (MF)**

**DEVELOPMENT TYPE:**

UNIT COMPOSITION	TOTAL UNITS	# OF MARKET RATE UNITS	MARKET RENTS	Percent of Market Rate Units	# OF AFFORDABLE UNITS	Affordable Rents	Percent of Affordable Units
STUDIO							
1 BEDROOM							
2 BEDROOM							
3 BEDROOM							
OTHER							
TOTAL							

**DEVELOPMENT TYPE**

USE TYPE	UNITS	SQFT	% OF TOTAL
RESIDENTIAL			
SENIOR FACILITY 55+	62 OR OLDER		
RETAIL			
OFFICE			
STRUCTURED PARKING			
OTHER			
TOTAL			

**TAB B: GENERAL DEVELOPMENT INFORMATION (SF)**

USE TYPE	UNITS	SQUARE FEET	% OF BUILDING
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SINGLE DETACHED

CONDOMINIUM

TOWN HOMES

COMMERCIAL/RETAIL

STRUCTURED PARKING

OTHER

TOTAL

**DEVELOPMENT TYPE:**

UNIT COMPOSITION	TOTAL UNITS	# OF MARKET RATE UNITS	MARKET RENTS	Percent of Market Rate Units	# OF AFFORDABLE UNITS	Affordable Rents	Percent of Affordable Units
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STUDIO

1 BEDROOM

2 BEDROOM

3 BEDROOM

OTHER

TOTAL

**TAB B: DEVELOPMENT AMENITIES**

Indicate below all tenants programs, activities, design and physical amenities that will be provided. Each program and/or amenity described herein may be made a part of the Land Use Restriction Agreement. Detailed narrative descriptions may be included in an attachment behind Tab B.

DAYCARE FACILITY	YES	No
SWIMMING POOL	YES	No
CLUBHOUSE WITH COMMUNITY/MEETING ROOM	YES	No
CENTRAL LAUNDRY FACILITY	YES	No
WASHER/DRYER CONNECTIONS	YES	No
SPORT COURT (I.E. VOLLEYBALL, BASKETBALL, ETC.)	YES	No
PICNIC AREA	YES	No
CAR CARE CENTER	YES	No
GATED COMMUNITY WITH "CARDED" ENTRY	YES	No
STRUCTURED PARKING	YES	No
TOT LOTS	YES	No
GYM OR FITNESS ROOM	YES	No
GAZEBO(S)	YES	No
BUSINESS/COMPUTER CENTER WITH INTERNET ACCESS	YES	No
AFTER SCHOOL PROGRAM FOR CHILDREN	YES	No
ACTIVITIES DIRECTOR	YES	No

JOB TRAINING FOR RESIDENTS

YES

No

**TAB B: RESIDENTIAL MARKETING**

\* CONSISTENT WITH THE FEDERAL FAIR HOUSING ACT (42 U.S.C. 3600, ET SEQ.), THE DEVELOPER MUST UTILIZE DIVERSE MARKETING TEAMS TO IMPLEMENT A MARKETING STRATEGY DESIGNED TO ASSURE THAT UNITS WILL BE MADE AVAILABLE FOR PATRONAGE, SALE OR LEASE TO A BROAD CROSS-SECTION OF PERSONS REPRESENTATIVE OF THE RANGE OF RACIAL, AGE, GENDER AND INCOME WITHIN THE CITY. PLEASE ATTACH THE FOLLOWING AS EVIDENCE OF THIS:

1. MARKETING PLAN
2. MARKETING PLAN FOR CITY OF ATLANTA RESIDENTS INCLUDING BELTLINE NEIGHBORHOOD RESIDENTS AND PUBLIC SERVANTS DEFINED AS CITY, COUNTY AND ATLANTA PUBLIC SCHOOL EMPLOYEES.

**TAB B: DETAILED DEVELOPMENT INFORMATION**

EXISTING LAND USE

WILL THERE BE ANY RELOCATION OR DISPLACEMENT OF EXISTING RESIDENTS OR BUSINESSES? IF SO, PLEASE DESCRIBE EXTENT AND HOW THIS IS BEING ADDRESSED:

PRIOR LAND USE(S)

YEARS

CONSTRUCTION TYPE (NEW, RENOVATION, CONVERSION, ACQUISITION/REHAB)

TOTAL DEVELOPMENT COSTS

TOTAL CONSTRUCTION COSTS

DEVELOPMENT ACREAGE/LOT SIZE

PARCEL IDENTIFICATION NUMBERS (LIST EACH)

**USE OF BAHTF FUNDS (PLEASE LIST ALL PROPOSED USES)**

**USE OF FUNDS**

**ESTIMATED COST**

**TAB B: JOB CREATION/RETENTION\***

*\*Please be aware that the receipt of funding will require adherence to the BeltLine's Community Benefits Jobs Policy, which can be found at the following web address: <http://beltline.org/Portals/26/PDF/Policy-%20Final.pdf>*

EMPLOYEE TYPE	CURRENT ON-SITE	PROJECTED PERMANENT (EXCLUDING CONSTRUCTION)	CONSTRUCTION RELATED
FULL TIME			
PART TIME			
TOTAL			

PLEASE DESCRIBE THE DEVELOPER'S EMPLOYMENT NOTIFICATION AND RECRUITMENT PLAN:

**TAB B: WAGE RATE**

*All developments financed with proceeds for the BAHTF must adhere to the Davis-Bacon Act ("Act") as amended, which requires that each construction contract over \$2,000 contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.*

DESCRIBE THE DEVELOPER'S EXPERIENCE WITH ANY DEVELOPMENT OR PROGRAM THAT REQUIRED THE USE OF DAVIS-BACON WAGE RATE:

**DESCRIBE ANY EXPERIENCE THE GENERAL CONTRACTOR HAS WITH THE DAVIS-BACON WAGE RATE REQUIREMENT.**

**DOES COST ESTIMATES FOR THE DEVELOPMENT INCLUDE THE DAVIS-BACON WAGE RATE?  
YES OR NO, IF NO, EXPLAIN BELOW WHY WAGE RATES ARE NOT INCLUDED:**

**TAB B: ADDITIONAL DOCUMENTS**

1. APPRAISAL (NO OLDER THAN SIX-MONTHS)
2. PHYSICAL NEEDS ASSESSMENT (FOR ACQUISITION/REHAB DEVELOPMENTS)
3. NEIGHBORHOOD PLANNING UNIT LETTER OF SUPPORT OR DENIAL
4. TERM SHEET FROM OTHER FUNDING SOURCES DETAILING STRUCTURE OF THE TRANSACTION
5. EVIDENCE OF SITE CONTROL (PURCHASE & SALE AGREEMENT OR OTHER DOCUMENTS)
6. PHASE I ENVIRONMENTAL (NO OLDER THAN SIX-MONTHS)
7. DEVELOPMENT RENDERINGS AND EXISTING SITE PHOTOS. ½ SIZE ARCHITECTURAL DRAWINGS (AT A MINIMUM TO A SCHEMATIC LEVEL OF DETAIL)
8. FIRM CONSTRUCTION BUDGET
9. CONSTRUCTION CONTRACT
10. EXECUTED ARCHITECTURE AGREEMENT
11. ARCHITECT SUSTAINABLE CERTIFICATION (EARTHCRAFT, LEED, ENERGY STAR, ETC.)
12. SPECIFICATION BOOK (IF AVAILABLE) OR DETAILED SCOPE OF WORK
13. MAP SHOWING DEVELOPMENT LOCATION
14. LEASE UP SCHEDULE (RENTAL PROJECTS)
15. SALES SCHEDULE (FOR-SALE PROJECTS)
16. LETTER FROM Bd. OF DIRECTORS AUTHORIZING THE REQUEST FOR FUNDS (FOR NON-PROFITS)

**TAB C: PROPOSED FINANCING SUMMARY**

**SOURCES OF FINANCING**

SOURCE	CHECK IF APPLICABLE	(\$) AMOUNT	PERCENT OF DEVELOPMENT COST
CONVENTIONAL DEBT/TAX EXEMPT BONDS			
STATE/FEDERAL LOANS			
HISTORIC TAX CREDITS			
LIHTC (EQUITY)	4%	9%	
DEVELOPER EQUITY			
OTHER EQUITY/SUBORDINATE DEBT			
ESTIMATED CONVENTIONAL TERMS			
OTHER			
GAP (BAHTF FUND REQUEST)			
TOTAL			

**EQUITY PROVIDER**

**CONVENTIONAL FINANCING PROVIDER**

**ESTIMATED CONVENTIONAL TERMS**

**SOURCES OF NON-BAHTF GOVERNMENT ASSISTANCE  
(LOANS, GRANTS, TAX INCENTIVES, ETC.)**

\*EXPLAIN OTHER SOURCES

**TAB C: DEVELOPMENT ECONOMICS: A DESCRIPTION OF THE DEVELOPMENT FINANCING STRUCTURE MUST BE ATTACHED. AT MINIMUM, INCLUDE THE FOLLOWING:**

1. DETAILED CONSTRUCTION BUDGET (INCLUDE BOTH HARD AND SOFT COSTS)
2. DEVELOPMENT RENTAL RATES, OCCUPANCY RATES, ABSORPTION RATE AND OTHER KEY ASSUMPTIONS
3. MARKET STUDY
4. 4. 15 YEAR PRO FORMA CASH FLOWS AND/OR STATEMENT OF INCOME AND EXPENSES
5. 5. EVIDENCE OF FINANCIAL COMMITMENT, I.E., LENDER'S COMMITMENT LETTER AND TERM SHEET
6. SOURCES AND USES

**TAB D: SITE CONTROL**

**THE APPLICANT MUST DEMONSTRATE SITE CONTROL. AT A MINIMUM, THE APPLICANT FOR THE PROPOSED SITE MUST HOLD A CONTRACT FOR PURCHASE AND SALE OR LONG-TERM LEASE. SITE IS CONTROLLED BY:**

OPTION TO PURCHASE

CONTRACT FOR PURCHASE AND SALE

RECORDED CERTIFICATE OF TITLE

LONG-TERM LEASE\*

**\* IF SITE CONTROL IS DEMONSTRATED BY LONG-TERM LEASE, A COPY OF THE EXECUTED LEASE MUST BE PROVIDED. THE LEASE MAY BE CONTINGENT ONLY UPON THE RECEIPT OF FINANCING.**



**TAB D: ZONING AND LAND DEVELOPMENT REGULATIONS**

IS THE SITE APPROPRIATELY ZONED FOR THE PROPOSED DEVELOPMENT?

IF REZONING IS REQUIRED, PLEASE INDICATE PROJECTED APPROVAL TIMETABLE:

INDICATE ZONING DESIGNATION(S):

IS A VARIANCE REQUIRED?

IF A VARIANCE IS REQUIRED, PLEASE EXPLAIN REASON AND INDICATE PROJECTED APPROVAL TIMETABLE:

CURRENT ZONING PERMITS

UNITS PER ACRE/DENSITY

**TAB D: SITE PLAN**

NEW CONSTRUCTION: HAS THE PRELIMINARY OR CONCEPTUAL SITE PLAN BEEN APPROVED BY THE CITY OF ATLANTA?

IF APPROVED, PLEASE INCLUDE A COPY OF THE APPROVED PRELIMINARY OR CONCEPTUAL SITE PLAN. IF IT HAS NOT BEEN APPROVED, PLEASE INDICATE PROJECTED APPROVAL TIMETABLE:

PLEASE INDICATE HOW PROPOSED DEVELOPMENT IS CONSISTENT WITH THE GOALS OF THE AREA REDEVELOPMENT PLAN:

**TAB D: ENVIRONMENTAL SAFETY**

**APPLICANT MUST PROVIDE A PHASE I ENVIRONMENTAL REPORT. (NOTE: ENVIRONMENTAL REPORTS ARE REQUIRED TO COMPLETE CREDIT UNDERWRITING. A PHASE II ENVIRONMENTAL ASSESSMENT WILL BE REQUIRED TO THE EXTENT THE PHASE I WARRANTS FURTHER ASSESSMENT.)**

HAS THE PROPERTY EVER BEEN USED FOR STORAGE OF HAZARDOUS OR TOXIC MATERIALS?

ARE THERE ANY POTENTIAL ENVIRONMENTAL HAZARDS?

IF YES, PLEASE DESCRIBE:

**TAB D: PROPOSED DEVELOPMENT SCHEDULE**

ACTIVITY (IF APPLICABLE)	DATE
OBTAIN FIRM FINANCING COMMITMENT	
FINALIZE SITE PLAN & ARCHITECTURAL DRAWINGS	
REAL ESTATE CLOSING	
ZONING REVIEW BOARD APPROVAL	
NEIGHBORHOOD PLANNING UNIT PRESENTATION	
RECEIPT OF BLDG PERMITS	
FINANCIAL CLOSING	
START CONSTRUCTION	
COMPLETE CONSTRUCTION	
START OF OCCUPANCY/LEASE-UP	
DEVELOPMENT STABILIZATION	

A PROJECTED CONSTRUCTION SCHEDULE MUST BE INCLUDED THAT DESCRIBES THE TIME FRAMES AND CRITICAL DATES FOR FINANCING, COMPLETION OF PLANS AND SPECIFICATIONS, PERMITTING, AND CONSTRUCTION OF BUILDINGS AND AMENITIES.

**TAB E: EXPERIENCE OF DEVELOPER**

**THE PAST PERFORMANCE RECORD OF THE DEVELOPMENT TEAM (WHICH CONSISTS OF DEVELOPER, MANAGEMENT AGENT, GENERAL CONTRACTOR, ARCHITECT/ENGINEER, ATTORNEY, AND ACCOUNTANT) WILL BE CAREFULLY REVIEWED.**

NAME OF DEVELOPER:

PLEASE PROVIDE COPIES OF FINANCIALS FOR THE LAST TWO YEARS, AUDITED IF AVAILABLE.

HAS THE DEVELOPER OR ANY OF THE PRINCIPALS OF THE DEVELOPMENT COMPANY BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS GONE INTO DEFAULT OR GIVEN "TROUBLED DEVELOPMENT" STATUS? IF YES, PLEASE DESCRIBE THE SITUATION AND RESOLUTION:

HAS THE DEVELOPER OR ANY PRINCIPAL OF THE DEVELOPER BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS BEEN FOUND IN NON-COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL GRANT OR LOAN PROGRAM REQUIREMENTS? IF YES, ATTACH A DETAILED EXPLANATION OF THE SITUATION(S) AND RESOLUTION(S):

HAS THE DEVELOPER OR ANY PRINCIPAL OF THE DEVELOPER BEEN INVOLVED IN ANY LEGAL PROCEEDINGS IN THE LAST THREE (3) YEARS TO INCLUDE BANKRUPTCY, JUDGEMENTS, TAX LIENS, ETC.? IF YES, ATTACH A DETAILED EXPLANATION.

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED DEVELOPMENTS:

DEVELOPMENT NAME	LOCATION	SQFT	NEW CONSTRUCTION OR REHAB	PROPERTY TYPE	SOURCES OF FINANCING	COMPLETION DATE
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**TAB E: EXPERIENCE OF MINORITY / FEMALE / DISADVANTAGED BUSINESS ENTERPRISE PARTNER**

IF DEVELOPMENT TEAM CONTAINS MINORITY/ FEMALE OR DISADVANTAGED BUSINESS ENTERPRISE PARTNERS AS PART OF THE DEVELOPMENT TEAM, PLEASE FILL OUT THE FORM BELOW. IF M/F/DBE IS PART OF THE CONSTRUCTION, DESIGN OR PROPERTY MANAGEMENT TEAM PLEASE INDICATE ON THE APPROPRIATE TABLE.

M/F/DBE PARTNER:

ROLE:

PLEASE PROVIDE COPIES OF FINANCIALS FOR THE LAST TWO YEARS, AUDITED IF AVAILABLE.

HAS THE M/F/DBE OR ANY OF THE PRINCIPALS OF THE M/FBE COMPANY BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS GONE INTO DEFAULT OR GIVEN "TROUBLED DEVELOPMENT" STATUS IF YES, ATTACH A DETAILED EXPLANATION AND RESOLUTION:

HAS THE M/F/DBE OR ANY PRINCIPAL OF THE M/FBE BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS BEEN FOUND IN NON-COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL GRANT OR LOAN PROGRAM REQUIREMENTS? ? IF YES, ATTACH A DETAILED EXPLANATION AND RESOLUTION:

HAS THE M/F/DBE OR ANY PRINCIPAL OF THE M/FBE BEEN INVOLVED IN ANY LEGAL PROCEEDINGS IN THE LAST THREE (3) YEARS TO INCLUDE BANKRUPTCY, JUDGEMENTS, TAX LIENS, ETC.? IF YES, ATTACH A DETAILED EXPLANATION.

DEVELOPMENT NAME	LOCATION	SQFT	NEW CONSTRUCTION OR REHAB	PROPERTY TYPE	SOURCES OF FINANCING	COMPLETION DATE
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**TAB E: EXPERIENCE OF ARCHITECT OR ENGINEER**

NAME OF ARCHITECT:

ARCHITECT (NEW CONST.) OR ENGINEER (REHAB.):

IS THE ARCHITECT OR ENGINEER A  
MINORITY/FEMALE/DISADVANTAGED ENTERPRISE?

ATTACH AN EXECUTED CONTRACT UNDER TAB E.

HAS THE ARCHITECT OR ENGINEER OR ANY PRINCIPAL OF THE ARCHITECT OR ENGINEER BEEN INVOLVED IN ANY LEGAL PROCEEDINGS IN THE LAST THREE (3) YEARS TO INCLUDE BANKRUPTCY, JUDGMENTS, TAX LIENS, ETC.? IF YES, ATTACH A DETAILED EXPLANATION.

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED DEVELOPMENTS:

DEVELOPMENT NAME	LOCATION	NUMBER OF UNITS	NEW CONSTRUCTION OR REHAB	PROPERTY TYPE	EARTHCRAFT (Y/N)	COMPLETION DATE
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**TAB E: EXPERIENCE OF PROPERTY MANAGER**

**THE PAST PERFORMANCE RECORD OF THE DEVELOPMENT TEAM (WHICH CONSISTS OF DEVELOPER, MANAGEMENT AGENT, GENERAL CONTRACTOR, ARCHITECT/ENGINEER, ATTORNEY, AND ACCOUNTANT) WILL BE CAREFULLY REVIEWED.**

NAME OF PROPERTY MANAGEMENT COMPANY:

HAS THE MANAGEMENT AGENT OR ANY OF THE PRINCIPALS OF THE MANAGEMENT AGENT BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS GONE INTO DEFAULT OR GIVEN "TROUBLED DEVELOPMENT" STATUS? IF YES, ATTACH A DETAILED EXPLANATION OF THE SITUATION(S) AND RESOLUTION(S):

HAS THE MANAGEMENT AGENT OR ANY PRINCIPAL OF THE MANAGEMENT AGENT BEEN ASSOCIATED WITH ANY DEVELOPMENT THAT HAS BEEN FOUND IN NON-COMPLIANCE WITH ANY FEDERAL, STATE OR LOCAL GRANT OR LOAN PROGRAM REQUIREMENTS? IF YES, ATTACH A DETAILED EXPLANATION OF THE SITUATION(S) AND RESOLUTION(S):

HAS THE DEVELOPER OR ANY PRINCIPAL OF THE DEVELOPER BEEN INVOLVED IN ANY LEGAL PROCEEDINGS IN THE LAST THREE (3) YEARS TO INCLUDE BANKRUPTCY, JUDGEMENTS, TAX LIENS, ETC.? IF YES, ATTACH A DETAILED EXPLANATION.

PLEASE PROVIDE THE FOLLOWING INFORMATION ON MANAGED DEVELOPMENTS::

DEVELOPMENT NAME	LOCATION	SQFT	NUMBER OF UNITS	(%) PERCENT AFFORDABLE	TYPE OF FINANCING
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**TAB E: EXPERIENCE OF GENERAL CONTRACTOR**

NAME OF GENERAL CONTRACTOR:

IS THE GENERAL CONTRACTOR A MINORITY/ FEMALE/ DISADVANTAGED BUSINESS ENTERPRISE?

HAS THE GENERAL CONTRACTOR OR ANY PRINCIPAL OF THE GENERAL CONTRACTOR BEEN INVOLVED IN ANY LEGAL PROCEEDINGS IN THE LAST THREE (3) YEARS TO INCLUDE BANKRUPTCY, JUDGMENTS, TAX LIENS, ETC.?

PLEASE PROVIDE THE FOLLOWING INFORMATION ON MANAGED DEVELOPMENTS::

DEVELOPMENT NAME	LOCATION	NUMBER OF UNITS	NEW CONSTRUCTION OR REHAB	TOTAL CONSTRUCTION COST	PROPERTY TYPE	DAVIS BACON	COMPLETION DATE
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**TAB F: APPLICATION CERTIFICATION (ORIGINAL SIGNATURES REQUIRED IN BLUE INK)**

**THE UNDERSIGNED APPLICANT CERTIFIES THAT THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND AUTHENTIC.**

THE APPLICANT FURTHER ACKNOWLEDGES HAVING READ ALL APPLICABLE AUTHORITY RULES GOVERNING THE PROGRAM AND ACKNOWLEDGES HAVING READ THE INSTRUCTIONS FOR COMPLETING THIS APPLICATION. THE PERSON EXECUTING THIS DOCUMENT REPRESENTS THAT HE OR SHE HAS THE AUTHORITY TO BIND THE APPLICANT AND ALL INDIVIDUALS AND ENTITIES NAMED HEREIN TO THIS WARRANTY OF TRUTHFULNESS AND COMPLETENESS OF THE APPLICATION.

THE APPLICANT UNDERSTANDS AND AGREES TO ABIDE BY THE PROVISIONS OF THE APPLICABLE GEORGIA STATUTES AND AUTHORITY PROGRAM POLICIES, RULES AND GUIDELINES.

THE APPLICANT ACKNOWLEDGES THAT THE AUTHORITY'S INVITATION TO SUBMIT AN APPLICATION DOES NOT CONSTITUTE A COMMITMENT TO FINANCE THE PROPOSED DEVELOPMENT.

APPLICANT SIGNATURE:

DATE:

APPLICANT NAME:

TITLE:

WITNESS SIGNATURE:

DATE:

WITNESS NAME:

**TAB F: APPLICATION SUBMISSION**

**SUBMIT TWO (2) COMPLETED HARDCOPIES AND ONE (1) ELECTRONIC COPY OF THE BAHTF APPLICATION IN A 3-RING BINDER TO ADA. COMPLETED APPLICATIONS SHOULD BE SENT TO:**

ATLANTA DEVELOPMENT AUTHORITY  
ATTN: RASHEED BRACEY  
HOUSING FINANCE PROGRAM MANAGER  
86 PRYOR STREET, SW  
SUITE 300  
ATLANTA, GA 30303-3131



STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

**AFFIDAVIT VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT FROM  
THE ATLANTA DEVELOPMENT AUTHORITY,  
THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF ATLANTA OR  
URBAN RESIDENTIAL FINANCE AUTHORITY OF THE CITY OF ATLANTA, GEORGIA**

Personally appeared before the undersigned, \_\_\_\_\_, who, after being duly sworn, states and deposes under oath as follows :

1.

I am of legal age, suffer under no legal disabilities and make this Affidavit based on facts within my own personal knowledge.

2.

I am an applicant for a grant or loan, which grant or loan is referenced in O.C.G.A. Section 50-36-1, *et seq.*

3.

I am either an applicant or the natural person applying on behalf of an individual, corporation, partnership or other private entity for a grant or loan, which grant or loan is referenced in O.C.G.A. Section 50-36-1, *et seq.*

4.

I am one of the following (please check which applies):

\_\_\_\_\_ (1) a United States citizen

**OR**

\_\_\_\_\_ (2) a legal permanent resident or otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act and lawfully present in the United States. **All non-citizens must provide their Alien Registration Number below.**

5.

By executing this Affidavit, I understand that any person who knowingly and willfully makes a false, fictitious or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. Section 16-10-20.

**APPLICANT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

---

Alien Registration Number for Non-Citizens\*

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public

My commission expires \_\_\_\_\_

\*Note: O.C.G.A. Section 50-36-1(e)(2) requires that aliens under the Federal Immigration and Nationality Act, U.S.C. Title 8, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.

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## **EXHIBIT A: DESIGN GUIDELINES**

### **Eligibility Requirements**

Please refer to “Eligibility & Requirements” section on page four of the Program Description. The requirements related to design are the following:

#### **BeltLine Overlay Zoning District**

- Developments must comply with the BeltLine Overlay District Ordinance. These regulations can be found online at this address:  
<http://www.atlantaga.gov/government/planning/beltline.aspx>.
  - The BeltLine Overlay District outlines zoning regulations that guide urban design and development within ½ mile of the BeltLine corridor. Projects needing rezoning will require an initial meeting with the City of Atlanta Bureau of Planning to discuss the BeltLine Overlay District and the Special Administrative Permit process.

#### **Neighborhood Compatibility**

- Development must complement and enhance the existing character of the neighborhood.

#### **Environmental Sustainability**

- Developments must meet minimum EarthCraft standards.

#### **Accessibility**

- All single family, duplex, and triplex projects must meet requirements set forth in the City of Atlanta Barrier Free Ordinance.

#### **Comparability**

- All affordable units must be comparable in size and quality to market rate units within the same development

### **Design Preferences and Scoring**

The BeltLine is a project that creates a framework for future growth in Atlanta. BeltLine funded affordable housing development should feature quality, sustainable, durable, and transit supportive design that is compatible with the surrounding neighborhood.

Project applications will be evaluated in a way that supports the kind of design described above. We require the developer and architect to meet with design staff at Atlanta BeltLine, Inc. prior to submitting an application. After submission, staff will score the project design under the “Housing Quality / Quality of Life” category (40 points). The following provides additional direction about the type affordable housing design that will be encouraged around the BeltLine.

### **BeltLine Overlay District Principles**

Developments must comply with the **letter** of the law in Beltline Overlay District Ordinance, as noted in Eligibility Requirements. Additionally, developments will receive scoring preference for adhering to the **spirit** of the Ordinance found in some basic principles. These principles are listed below and explained in a presentation at this website:

[http://www.atlantaga.gov/client\\_resources/government/planning/beltline/presentation.pdf](http://www.atlantaga.gov/client_resources/government/planning/beltline/presentation.pdf).

- Do not turn the development's back to the BeltLine. Orient the building so that it fronts and addresses the corridor.
- Provide for direct pedestrian access from the development to the BeltLine.
- Preserve a continuous corridor for transit, trails, and greenspace.
- Promote pedestrian oriented built-environment.
- Encourage a grid of interconnected streets and small urban blocks.
- Preserve historic physical character of industrial districts.
- Promote adaptive reuse of historic structures.
- Encourage shared parking and alternative modes of transportation.
- Support greenspace.

### **Other Preferences**

#### **Conformity with the BeltLine Master Plans**

- Atlanta BeltLine, Inc is currently developing a BeltLine Master Plan, which discusses land use, transportation, and parks. Many of these plans were adopted by the City of Atlanta in March 2009. Where master plans are not developed, project land uses should conform to the land uses in the BeltLine Redevelopment Plan (2005).
- Where appropriate, projects should provide net densities of 50 units per acre or more to facilitate transit oriented developments.

#### **Development Adjacent to Parks**

- Developments adjacent to a park space should incorporate the following:
  - A minimum of a 20-foot wide buffer along the property line adjacent to the park. The buffer should be completely landscaped excluding walkways, benches and other features, OR
  - A new public access street, pedestrian walkway, or bike and jog path between the development and the park and shall meet the following requirements:
    - i. Streets should meet the requirements of subsection 16-35.010(6)(e) of the Zoning Code of Ordinances.
    - ii. Pedestrian walkways should be a minimum width of six feet and bike and jog paths shall be a minimum width of ten feet.
    - iii. Wherever possible, streets, pedestrian walkways and bike and jog paths should connect to other streets, pedestrian walkways, bike and jog paths and parks.
  - No off-street parking areas or loading docks that are located between any, building and park except in cases where meeting this would require the development to be

in conflict with the requirements of section 16-35.016 or section 16-35.020 of the Zoning Code of Ordinances.

- An entrance to all adjacent uses which:
  - faces and is visible from the park;
  - is directly accessible from the park; and
  - opens directly onto the adjacent sidewalk, or an outdoor dining area or plaza adjacent to the sidewalk.

### **Building Façade Materials and Treatments**

- The following materials should not be used on any building facade: exposed pressure-treated wood; vinyl siding; vinyl railing; white, cream, or off-white solid vinyl windows; and exterior insulation finished systems (EIFS).
- Foundations should be faced in masonry. Foundations may be faced in three-coat or two-coat hard coat stucco if carried from the façade directly above.
- Exterior columns should have a minimum width of 5 ½ inches.
- No exterior stairs should be constructed of wood for projects over six units
- Stoops shall be a minimum of four feet wide.
- Steps that serve porches and stoops shall have closed risers and ends for projects over six units.

### **Balconies**

- Should have a minimum depth of five feet.
- Railings should consist of painted wood, ornamental metal or glass.

### **Residential Windows**

- Fenestration should consist of windows in a minimum of 25% and a maximum of 60% of the façade surface area
- 50% of the residential window units should be operable.
- All windows shall include windowpanes that are recessed a minimum of two inches from the façade in which they are installed.
- Paired windows that are grouped together shall have center mullions that are two inches wider than the side trim.
- Flat, “snap-in” muntins, and muntins that are sandwiched between layers of glass are prohibited.

### **Parking Structures**

- The height of any parking structure should not exceed the height of the immediately adjoining building.

### **Dumpsters and Loading Areas**

- Should be screened so as not to be visible from any adjacent public or private street that is located at the same elevation as the dumpster or loading area.

### **Mechanical Equipment**

- Mechanical equipment should not be visible from a public space.

**Crime Prevention through Environmental Design**

- Units should be prewired for security systems
- Site plans should not create hidden pockets that are not visible by residents or people walking or driving by.
- Common spaces indoors and outdoors should be well lighted at night.