



Kelly A. Cimino, Director

FAX 410-313-5960

### Request for Payment In Lieu Of Taxes (PILOT) Agreement and/or Adequate Public Facilities Ordinance (APFO) Waiver

Submit your request to DHCD for consideration by the Housing & Community Development Board (HCDB). Please be sure to include the following documents, as applicable, and/or additional documents to support your request:

- LIHTC Application Form 202
- Budget with and without PILOT (*provide on per unit basis not as percentage of project revenue*)
- Legal description of property
- Reservation of federal LIHTC funding
- Other commitment letter(s) from State or local sources
- Private loan debt letter
- Evidence of Limited Partnership agreement (if applicant is not a non-profit)
- MOU with Howard County Housing Commission or other non-profit development partner
- Proposed testimony to County Council
- Corporate documents for project ownership
- IRS Employee Identification Number (EIN) or Form W-9
- Project timeline including anticipated closing date
- Red-lined version of PILOT Agreement from DHCD's template

For APFO Waiver (*stand alone or in conjunction with PILOT*):

- Project narrative, including names and addresses of 3 similar communities for student yield analysis
- Statement from developer certifying compliance with statutory requirements

Submitted by: \_\_\_\_\_

Print and signature

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

*NOTE: PILOT request and APFO waivers are subject to review by Howard County Government prior to proceeding to County Council for review and consideration. Approval by Howard County Government is not guaranteed. Please allow 60-90 days for initial processing.*

Rev. 3/24/21

**For Office Use Only**

	Date
Email confirmation of receipt	
Schedule follow up meeting with developer	
Request student yield summary from DPZ	
Request fiscal impact statement from Budget	
Add to HCDB agenda and post to website	
Send documents to HCDB for board meeting	
Request recommendation from HCDB	
Review with County Administration	
Office of Law to review and finalize red-lined PILOT agreement from Developer	
Draft legislation and testimony	
Prepare for Council hearing	