
Inclusionary Zoning FAQ

Which projects are subject to Section 4.08 Affordable Housing guidelines?

Section 4.08 applies to housing for sale or for rent and includes the following:

- Any project that, upon completion, will have four or more total residential units with at least one new unit. The new unit could be created through new construction or by the alteration, expansion, reconstruction or change of either a pre-existing residential or non-residential space.
- Any subdivision of land for development of four or more residential units
- Any life care facility development that includes four or more assisted living units and accompanying services.

For projects that include four or more residential units, the applicant will be required to set aside 15% of the units as affordable units.

Do all projects have to include on-site units?

No, there are some exceptions. For projects that have four to 19 total residential units, the applicant may choose to make a cash payment to the Housing Trust in lieu of providing affordable units (see Cash Payment Option below for more information).

How do I start this process?

1. Submit the [Affordable Housing Plan Form](#).
2. Attend a pre-application meeting with the Planning Department to discuss the project proposal and affordable housing requirements.

Cash Payment Option

How is the cash payment in lieu calculated?

The Cash Payment Contribution Factor, as shown below, is calculated as a percentage of the project's total value. For more information, refer to the Cash Payment in Lieu of Affordable Units:

<https://www.brooklinema.gov/DocumentCenter/View/27199/Cash-Payment-in-Lieu-of-Affordable-Units-Approved-January-2021>

Number of Units	Contribution Factor
4	2%
5	3%
6	4%
7	5%
8	6%
9	7%
10	8%
11	9%
12	10%
13	11%
14	12%
15	13%
16	14%
17	15%
18	16%
19	17%

At what point is the cash payment required?

For for-sale units, the developer shall provide a check made out to the "Town of Brookline" at the closing of each unit.

For rental projects, the Trust Payment shall be based upon the market value of the residential portion of the project, as determined by the Town Assessor, at the time of initial occupancy and will be a precondition to the Town's issuance of a certificate of occupancy for the project.

Affordable Unit Option

How many affordable units are required?

15% of the total project units as affordable units and 15% of the project's total number of bedrooms.

What makes a unit affordable?

For projects that include onsite affordable units, or affordable units at an approved offsite location, the applicant may provide the required affordable units for eligible households whose incomes do not exceed 50% of the Area Median Income for rental units and 80% of the Area Median Income for owner-occupied units. Area median income levels are set yearly by the federal Department of Housing and Urban Development for the Boston Metropolitan Statistical Area. More information about affordable unit standards are provided in the "4.08 Affordable Housing Requirements" document under part 6 "Standards."

Current Income Limits: <https://www.brooklinema.gov/1854/Data>

What is the process for the approval of affordable onsite units?

- a. Complete the Affordable Housing Plan Form
- b. Attend a pre-application meeting with the Housing Division staff of the Planning Department to discuss the project proposal and affordable housing requirements.
- c. Submit a Building Permit application for a Special Permit to the Town Clerk
- d. The Special Permit will be reviewed by the following boards. These boards will review and place conditions on the approval of the special permit.
 - a. Housing Advisory Board
 - b. Planning Board
 - c. Zoning Board of Appeals