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| **KATHY HOCHUL**  Governor | **RUTHANNE VISNAUSKAS**  Commissioner/CEO |

**Design Waiver Request Form**

All waivers that are requested from the Design and/or Sustainability requirements set forth by the Agency shall be submitted to the HCR Design, Construction and Environmental Unit (DC&E) or the HCR Sustainability Team for review. Requests to waive a requirement will be reviewed on a case-by-case basis by the Vice President of DC&E, the Vice President of Sustainability and/or the respective DC&E Unit Director. Other offices of the Agency and the Vice President of Multifamily Finance will be consulted when necessary. This form shall be completed in its entirety and submitted in PDF format to the respective HCR DC&E Unit Director and the HCR Sustainability Team, as applicable. Please include all supporting documentation relevant to the Design Waiver Request.

Please note that all Design Waiver Requests shall be received 30 days prior to each submission deadline.

Date:

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| Project Name: |
| Address:  County: |

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| Project Type (check all that apply): |
| Family /  Senior /  Special Needs  New Construction /  Substantial Rehabilitation /  Moderate Rehab/Preservation  Historic Adaptive Reuse  Non-Residential (Commercial) Space  Other: |

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| Funding Source (check all that apply): |
| Multi-family Finance 9% LIHTC Competitive Process  Multifamily Finance 4% HFA Tax-exempt Bond and Subsidy Financing  Multifamily Finance Open Window CIF Stand-alone Financing |

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| Provide a brief description of the proposed project: |

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| Waiver requested from criteria in:  Design Guidelines  Sustainability Guidelines  HCR Design Guidelines or Sustainability Guidelines standard for which the waiver is sought:    For projects requesting an increased percentage of shared residential common area, list the percentage proposed: |

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| Describe the deficiency and reason the prescribed standard should be waived: |

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| Describe the impact to the residents: |

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| Provide information, as applicable, to demonstrate the cost-effectiveness, functional appropriateness, durability and operating appropriateness, and the impacts on operating costs/efficiency: |

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| Waiver requests for increases above the maximum allowable percentage of shared common space shall show proof of sufficient funding for development of the excess space. The application must document that the project operations can support the excess space within an acceptable rent and operation plan.  Verify that this has been assessed and complies with the requirements stated above: |

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| List of attached supporting documentation (i.e. floor plans, elevations, area calculations, etc.): |

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| Waiver Requested By:  Title:  Firm / Company Name:  Address:  Phone Number:  Email:  Design Professional (if different from above):  Signature of Submitting Design Professional or Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **HCR USE ONLY:** |
| Waiver Request Received Date:  Waiver Request Review Date:  Reviewed By / Title:  Waiver Request is:  Approved /  Denied /  Not Required  Comments:  ***Waivers are applicable for 18 months from date of issuance.*** *If a project does not submit a formal financing application to HCR within 18 months, a new waiver must be submitted to HCR for review and approval against HCR’s latest guidelines and standards.*  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DC&E Unit Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VP of Sustainability / VP of DC&E Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Waiver Request Issued:  **New York State Homes & Community Renewal**  38-40 State Street, Albany, NY 12207  641 Lexington Avenue, New York, NY 10022 |