

# New York State Pro-Housing Communities Program

## Introduction:

Participating in the Pro-Housing Communities program will help your community reap the benefits of diversifying their housing stock as well as participating in building a state-wide understanding of the on-the-ground conditions of the housing shortage. This baseline will allow local residents and policy makers to identify patterns, best practices, and opportunities for potential interventions to address the housing challenges facing our communities, regions, and state.

The permitting submission is based on similar efforts in New Jersey and Virginia to track housing data consistently throughout their jurisdictions.

## Part I:

### Who Should Fill Out the Housing Permit Template?

The template is designed to collect up to date information about housing permitting through both planning and building permit stages. After your municipality has decided to apply to the Pro-Housing Communities program, the municipality should designate a point person or coordinator to manage the collection of the required information.

This coordinator will identify the correct staffer or department to collect the information. Different municipalities structure their departments in different ways. In some municipalities, the information may all be located with one team; in others, the data will be tracked in different departments.

Potential teams that may hold the required data may include the tax assessor, the building department, the planning department, etc. The focus of the housing permit template/data submission should be on permits that either increase or decrease the net number of housing units (which may include ADUs) within the municipality. Permits that are only alterations that do not change the number of homes are not required to be included with your data/submissions.

## Part II:

### Housing Permit Template Overview

The Housing Permit template is an Excel model that has been designed to streamline the input of housing permit data in a consistent manner. The model has five tabs that will collect critical information about each municipality's housing permitting over time.

The workbook is designed such that municipalities can run queries in the particular databases/systems/software used by the municipality to track permits and copy the results into the sheet. Some additional review and quality assurance checks may be necessary before submission.

- **Sheet 1: Muni Information.**  
This tab includes high level information about the municipality, and space for contact information.
- **Sheet 2: Growth Statistics**  
This tab asks for the high level total housing permit totals for the municipality for the past five years. The format is the same as the US Census Building Permit Survey, and includes both buildings and the number of units included in each building.
- **Sheet 3: Planning Permits**  
This tab asks for high level data focused on planning approvals / entitlements prior to building permits. These approval encompass planning, zoning, site plan or other related reviews. The information provided is focused on the submission dates and housing units for each permit over time.
- **Sheet 4: Building Permits**  
This tab asks for high level data focused on building permits for new or demolished housing. Note that building permits/alterations that do not change the number of units on a lot do not need to be included.

### **Part III: Housing Permit Template Process**

#### *Preparing to Complete the Template:*

To begin completing the Housing Permit Template, identify the point person for the Pro-Housing Communities submission. This person may need to coordinate with different departments to gather the necessary information.

#### ***Sheet 1: Muni Information***

1. On the Muni Information Tab, first select your municipality from the dropdown menu. Note that if you have the most recent version of Excel, you will be able to use Autocomplete, however, in older versions you will need to scroll to find your municipality.

*Figure 1: Muni Information Tab*

A		B	
1	Permit Data Template		
2			
3	Municipality Name (select from dropdown)	Sleepy Hollow village	
4		Sleepy Hollow village	
5	Name of person filling out the form	Sloan village	
6	Name of contact person	Sloatsburg village	
7	Email	Smithfield town	
8	Phone Number	Smithtown town	
9	Address	Smithville town	
10			
11			
12	Municipality Type	Village	
13	If village, town where village is located	Mount Pleasant	
14	County	Westchester	
15	Region / REDC	Mid-Hudson	
16	Upstate / Downstate	MCTD	

Figure 1: Muni Information Tab

Selecting the specific municipality from the list (rather than manually typing it in) is important, as the list differentiates between villages and towns with the same name and links to additional information specific to that municipality.

Once you have selected your municipality, the details below should update automatically.

2. After you have selected your municipality, fill out the contact information for the Pro-Housing Communities coordinator for your municipality in the upper box.

### Sheet 2: Growth Statistics

After you have selected your municipality from the drop-down on the first sheet, the cells on this sheet indicating the 2010 and 2020 total units from the US Census Decennial survey will auto-populate. In addition, the total permits reported to the US Census Building Permit Survey (BPS) will automatically populate.

Housing Growth Summary	
Municipality Name	Sleepy Hollow village
Contact Person	Ichabod Crane
<b>Instructions:</b>	
The Pro-Housing Community point person should coordinate with the relevant Planning or Board staff to identify any planning, rezoning, or site plan review permits that will <b>INCREASE</b> or <b>DECREASE</b> net housing units in the municipality. Permits or reviews that only pertain to non-residential uses or do not change the current occupancy of a residential site can be omitted.	
The initial submission should be recorded from the first date of an official project submission; additional information about previous meetings, reviews, etc can be added to the Notes section if helpful.	
Final approval should be recorded from the date when the last approval prior to approving a building permit.	
2010 Total Units	3,637
2020 Total Units	3,704
Previous Year Growth Rate	1.00%
Previous 3-year Growth Rate	3.00%

Figure 2: Growth Statistics Tab – Census Units and Growth Rate Requirements

In your municipality’s initial submission, you should fill out the housing permit information for the past five years (2018-2022). For each year, complete the total number of buildings in each category (1-family, 2-family, 3 & 4 family, and 5+ family) as well as the total number of units in each category.

If your municipality has submitted the correct information to the BPS in previous years, the total units will match the cells using Census data. If they do not match, HCR will update the Data Dashboard to use the information from the municipality.

	2018		2019		2020		2021		2022	
	Buildings	Units	Buildings	Units	Buildings	Units	Buildings	Units	Buildings	Units
1 family building permits										
2 family building permits										
3 & 4 family building permits										
5+ family building permits										
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Percent Growth</b>	<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.00%</b>	
	2018		2019		2020		2021		2022	
Census Permit Data (Units)	10		40		446		64		21	
Percent Growth	0.27%		1.10%		12.26%		1.73%		0.57%	

Figure 3: Growth Statistics Tab – Permit totals and Census BPS data

Once you have completed all the unit data, the sheet will update to show the annual percent growth related to the previous decennial Census. The box at the bottom of the sheet will update showing the annual percent growth for the past year and the growth over the past three years. If either of these percentages meet the minimum requirements, indicated if either box turns green, your municipality will be eligible to be designated as a Pro-Housing Community as long as the remaining data is submitted.

If neither box is green, your municipality can still be designated as a Pro-Housing Community if your local council or governing board passes the Pro-Housing Communities resolution.

Previous Year Growth Rate (Muni)	0.00%
Previous 3-year Growth Rate (Muni)	0.00%
Previous Year Growth Rate (BPS)	0.57%
Previous 3-year Growth Rate (BPS)	14.56%

Figure 4: Growth Statistics Tab – Growth Summary

### Sheet 3: Planning Permits

For this sheet, the Pro-Housing Communities point person will coordinate with the department tasked with coordinating entitlement approvals. Different municipalities have different structures, so the department may vary, but commonly this data may be held in the Planning department, Zoning department, Building department, Code Enforcement, Assessor’s Office, or Town Clerk’s office, depending on how your municipality is structured.

Many municipalities have adopted database software to track the planning and building permits for their localities. This sheet is designed such that local staff can start by running a query on their database using the inputs from the column headings, check to make sure the data has been downloaded correctly, and then paste into the sheet.

Alternatively, if the annual number of planning permits is low, the information may be entered manually if preferred.

The information to be included for each permit includes:

- Parcel Address
- SBL (State Block Lot) or Tax Map ID #
- Block
- Lot
- Parcel Identification Number
- Parcel Owner
- Type of Permit (planning, zoning variance, site plan, other)
- Initial Submission Date
- Number of housing units in the initial submission
- Date final approval received
- Number of housing units in final approval
- If affordable units included, number of affordable units
- Special notes

Planning Permit Submission							
Municipality Name		Sleepy Hollow village					
Contact Person		Ichabod Crane					
<p><b>Instructions:</b></p> <p>The Pro-Housing Community point person should coordinate with the relevant Planning or Board staff to identify any planning, rezoning, or site plan review permits that will <b>INCREASE</b> or <b>DECREASE</b> net housing units in the municipality. Permits or reviews that only pertain to non-residential uses or do not change the current occupancy of a residential site can be omitted.</p> <p>The initial submission should be recorded from the first date of an official project submission; additional information about previous meetings, reviews, etc can be added to the Notes section if helpful.</p> <p>Final approval should be recorded from the date when the last approval prior to approving a building permit is granted.</p>							
Submission ID #	Parcel Address	SBL (Tax Map ID #)	Block	Lot	Parcel Identification Number	Parcel Owner	Type of Permit (Planning, rezoning, site plan, other)
1							
2							
3							
4							
5							
6							
7							

Figure 5: Planning Permits Tab – first half

Initial Planning/Rezoning/Site Plan Approval Submission Date	Number of housing units - initial submission	Date Final Planning/Rezoning/Site Plan Approval Received	Number of housing units - final approval	If affordable units included, # affordable units	Notes

Figure 6: Planning Permits Tab – second half

When filling out the spreadsheet, you may have multiple lines for the same address depending on when submissions and approvals occur. We encourage municipalities to include the planning permit on the list at the initial submission stage. When the final approval is received (which may be not happen until after the municipality submits and update to HCR to maintain their designation), the permit should be included on the spreadsheet again with the updated approval date and final information.

Note that only planning/zoning variance/site plan review permits that will **increase** or **decrease** net housing units should be included. Permits for site alterations that do not increase or reduce net housing or for solely non-residential uses need not be included at this time.

Final approval should be recorded from the date when the last approval is granted prior to approving a building permit.

If the permit involves dividing an existing tax lot and/or creating new tax lot numbers, include the new tax lot numbers in the ID field, and make a note of the subdivision in the notes section.

#### ***Sheet 4: Building Permits***

For this sheet, the Pro-Housing Communities point person will coordinate with the department tasked with coordinating building permits. Many municipalities have a dedicated Building, Building Inspection, or Code Enforcement department that manages building permits, but there may be a few places where these permits are tracked in other departments.

Similar to the planning permits, many municipalities have adopted database software to track the building permits for their localities. This sheet is designed such that local staff can start by running a query on their database using the inputs from the column headings, check to make sure the data has been downloaded correctly, and then paste into the sheet.

Alternatively, if the annual number of building permits that relate to increases or decreases in housing units is low, the information may be entered manually if preferred.

The information to be included for each permit includes:

- Parcel Address
- SBL (State Block Lot) or Tax Map ID #
- Block
- Lot
- Parcel Identification Number
- Parcel Owner

- Building Permit Type
- Building Permit Type Description
- Building Permit Number
- Date Building Permit Submitted
- Date Building Permit Approved
- Date Temporary C of O Granted
- Date Permanent C of O Granted
- Square Feet
- IBC Use Group
- Use Group Description
- Property Class (if not IBC)
- Single family SF
- Two family SF
- Three & four family SF
- 5+ unit building SF
- Office SF
- Retail SF
- Other SF
- # Units for Sale
- # Units for rent
- If demolition, # units demolished
- If alteration, # units lost
- Notes

Again similar to the Planning Permit sheet, the Building Permit sheet may have multiple lines for the same address depending on when submissions and approvals occur. The address should be included on the list at the initial submission stage for the building permit. When the final approval is received (which may not happen until when the municipality submits an update to HCR to maintain their designation), the permit should be included on the spreadsheet again with the building permit approval date and final square footage/unit information.

Note that only planning/zoning variance/site plan review permits that will **increase** or **decrease** net housing units should be included. Permits for site alterations that do not increase or reduce net housing or for solely non-residential uses need not be included at this time.

Each permit should include the breakdown of total square footage, the square footage for each subtype of residential category, and the total number of units.

The columns for demolition or alteration only need to be filled out if the permit is for a project that causes a net loss of housing units.

## **Part IV:**

### **Resources**

If you have questions about how to complete the housing permit template, you can visit our website at <https://hcr.ny.gov/pro-housing-community-program> for FAQs and a webinar schedule and recordings. The FAQs will be updated as new questions come in.

To reach the Pro-Housing team, you can send an email to [prohousing@hcr.ny.gov](mailto:prohousing@hcr.ny.gov).

During the initial rollout of the program, HCR will hold webinars to provide additional guidance. If you cannot make the webinar(s), they will be recorded and posted on the Pro-Housing Community website for future reference.

Initially, there will also be monthly “office hours” where staff can join a video call to receive guidance from HCR staff.