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## Plan of Development Certification

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(This Form Must Be Submitted On Locality's Letterhead)

**TO:** Virginia Housing Development Authority  
601 South Belvidere Street  
Richmond, Virginia 23220  
Attention: Jim Chandler

**RE:** PLAN OF DEVELOPMENT CERTIFICATION

Name of Development: \_\_\_\_\_  
Name of Owner/Applicant: \_\_\_\_\_  
Name of Seller/Current Owner: \_\_\_\_\_

The above-referenced Owner/Applicant has asked this office to complete this form letter regarding the site plan of the proposed Development (more fully described below). This certification is rendered solely for the purpose of confirming the status of plan of development or site plan approval of the Development. It is understood that this letter will be used by the Virginia Housing Development Authority solely for the purpose of determining whether the Development qualifies for points available under VHDA's Qualified Allocation Plan for housing tax credits.

**DEVELOPMENT DESCRIPTION:** (To be provided by the Owner)

Development Address (should correspond to I.A.2 on page 1 of the application):

\_\_\_\_\_  
\_\_\_\_\_

Legal Description (should correspond to the site control document in the application):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan of Development Number: \_\_\_\_\_

Proposed Improvements (should correspond with I.B & D and III.A of the application):

|  |               |                   |                              |
|--|---------------|-------------------|------------------------------|
| <input type="checkbox"/> New Construction: | _____ # Units | _____ # Buildings | _____ Total Gross Floor Area |
| <input type="checkbox"/> Adaptive Reuse:   | _____ # Units | _____ # Buildings | _____ Total Gross Floor Area |
| <input type="checkbox"/> Rehabilitation:   | _____ # Units | _____ # Buildings | _____ Total Gross Floor Area |

Other Descriptive Information: (Should correspond with information in the application)

\_\_\_\_\_  
\_\_\_\_\_

PLAN OF DEVELOPMENT CERTIFICATION, continued

**LOCAL CERTIFICATION:** (To be completed by the appropriate local official)

Check one of the following as appropriate:

- The proposed development described above has an approved final plan of development or site plan (as applicable to the site). No further plan of development or site plan approval is required before issuance of a building permit.
- The proposed development is an existing development with proposed renovations and no additional plan of development approval is needed.

The above plan of development approval is in effect until: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

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

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

**NOTE TO LOCALITY:**

1. Return this certification to the developer for inclusion in the tax credit application package.
2. Any change in this form may result in a reduction of points under the scoring system. If you have any questions, please call Jim Chandler at VHDA (804) 343-5786.

**NOTE TO DEVELOPER:** You are strongly encouraged to submit this certification to the appropriate local official at least three weeks in advance of the application deadline to ensure adequate time for review and approval.