CITY OF ENCINITAS
Development Services Department
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2710
Email: planning@encinitasca.gov

HOUSING DEVELOPMENT TRACKING FORM

SINGLE FAMILY / ACCESSORY DWELLING UNIT

The City is requesting the following information regarding the newly constructed housing unit(s) on your property for reporting purposes. The information provided by the property owner is **self-reported** and is **not legally binding** and does not modify or supersede any existing approvals, conditions, or legal requirements applicable to the property.

The City uses this information solely for **annual housing inventory and performance reporting**, which is submitted to the State of California in accordance with State housing law. This report helps document housing production and affordability levels within the City. All reported housing units will **count toward the City's Regional Housing Needs Allocation (RHNA),** which is a state-mandated housing requirement. The City intends to take credit for **every eligible unit and its reported affordability level** as part of the effort to meet State housing goals. Failure to provide information may limit the City's ability to accurately reflect housing production in State reporting.

A separate form is required for each new unit. Please complete this form and upload to your CSS account.

APN:			**Anticipated Completion Date:**	
Address:			**Square Footage:**	
Structure Description	Single Family ☐	# of bedrooms _____	Deed restricted ☐	
	Accessory Dwelling Unit ☐	Jr Accessory Dwelling Unit ☐	PRADU ☐	
	Detached ☐	Attached ☐	Conversion ☐	

How is the unit occupied?	Owner Occupied ☐ Estimated Market Value $_____
	Renter Occupied ☐ **IF RENTER OCCUPIED, PLEASE SELECT PROPOSED RENT BELOW:**

☐ Check this box: **If the unit is occupied by a tenant but no rent is charged (example: family, friends, etc.)**

	0 bedroom (Studio, Jr ADU)	**1 Bedroom**	**2 Bedroom**	**3 Bedroom**	**4 Bedroom**	**5 Bedroom**
Acutely-Low	$343 or less ☐	$392 or less☐	$441 or less ☐	$491 or less ☐	$530 or less ☐	$569 or less ☐
Extremely Low	$344-$687 ☐	$393-$785 ☐	$442-$883 ☐	$492-$981 ☐	$531-$1,059 ☐	$570-$1,138 ☐
Very-Low	$688-$1,145 ☐	$786-$1,308 ☐	$884-$1,472 ☐	$982-$1,635 ☐	$1,060-$1,766 ☐	$1,139-$1,897 ☐
Low	$1,146-$1,373 ☐	$1,309-$1,570 ☐	$1,473-$1,766 ☐	$1,636-$1,962 ☐	$1,767-$2,119 ☐	$1,898-$2,276 ☐
Moderate	$1,374-$2,518 ☐	$1,571-$2,878 ☐	$1,767-$3,237 ☐	$1,963-$3,597 ☐	$2,120-$3,885 ☐	$2,277-$4,173 ☐
Above-Moderate	$2,519+ ☐	$2,879+ ☐	$3,238+ ☐	$3,598+ ☐	$3,886+ ☐	$4,174+ ☐

Owner's/ Developer's Name:		Phone:	
Address:		City, State Zip:	
Email:			