

# Application Review Requests

Application reviews are for the benefit of the applicant. If the materials submitted in the application do not clearly meet Commission policy, the application is at risk for not scoring all the points that it might be eligible for, or at risk for not being considered at all. Having staff review an application weeks before submission gives the applicant time to reconsider aspects of their potential development, or revise application materials.

**Staff recommends that you request an Application Review by May 14, 2020.**

Reviews that require in-depth analysis and internal approvals, such as Total Development Cost (TDC) waivers, must be submitted by that date. If the costs change between the submission of the initial Total Development Cost (TDC) waiver approval and application, a new TDC waiver request must be submitted. Please contact Dan Rothman, at [Dan.Rothman@wshfc.org](mailto:Dan.Rothman@wshfc.org) for more information about TDC waiver requirements.

**We require pre-submittal reviews of the following:**

1. [Waiver of the Total Development Cost Limits \(Excel\)](#)
2. [Community Facilities materials \(PDF\)](#)
3. [Leverage – Corporate Leverage \(PDF\)](#)

A project with more than one application review request should submit a separate request (e.g. one excel file for Waiver of TDC limits in one email, and one pdf of materials related to Community Facilities). Email all review request files to [askusMHCF@wshfc.org](mailto:askusMHCF@wshfc.org).

Staff want developers to submit the best quality applications as possible. In addition to these required reviews, potential applicants are welcome and encouraged to ask questions, and to request a review of portions or all of their application before submittal. Please use [askusMHCF@wshfc.org](mailto:askusMHCF@wshfc.org) to request this type of optional review.

Please note: Staff evaluates applications in the context of all the applications in the round. Staff review of application materials may not mean that the materials are unconditionally approved or meet the application requirements.