



City of Boulder Planning & Development Services

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Cooperative Housing Units

Attachment to Administrative Review Application Form

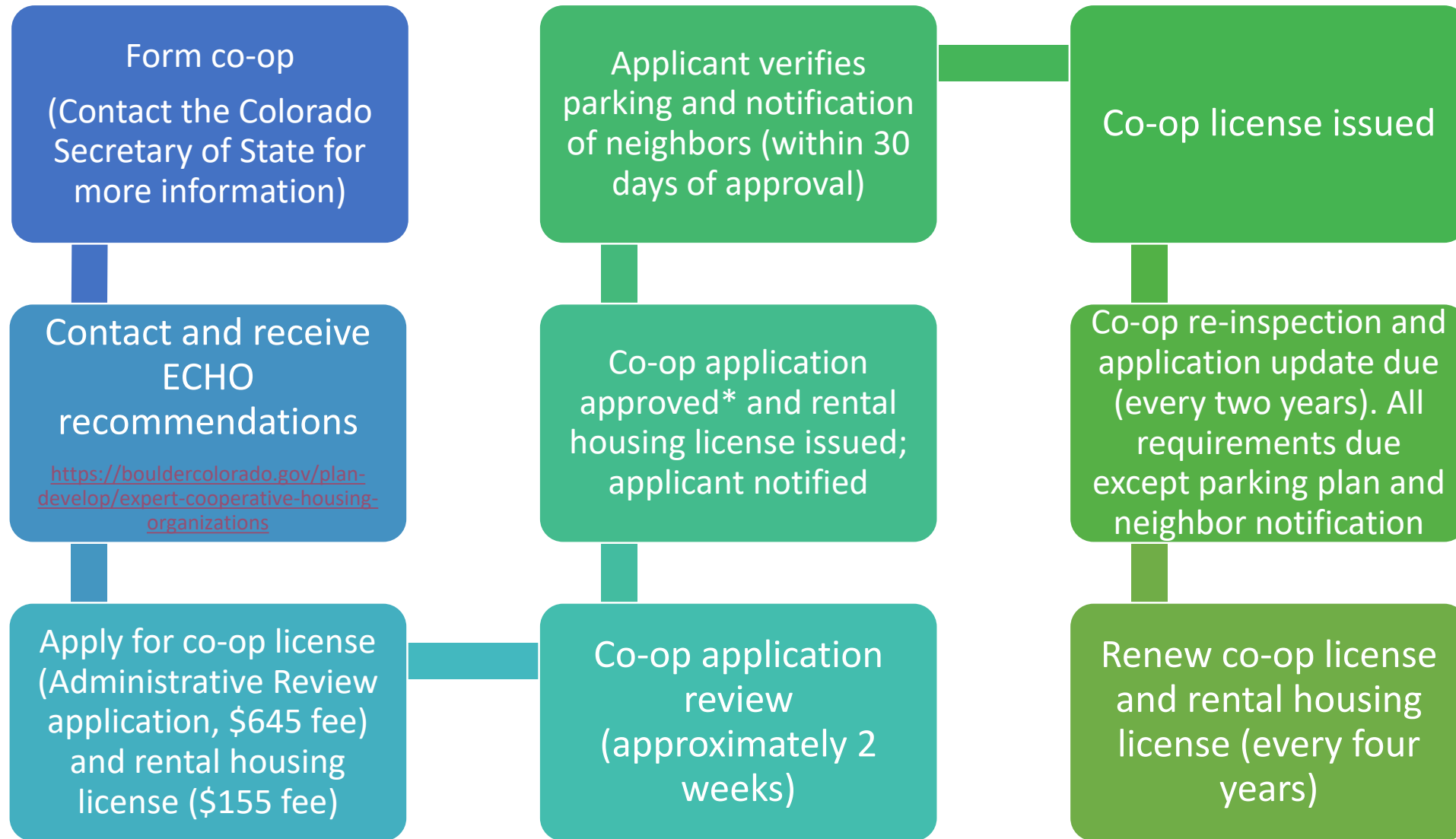
Cooperative Housing Units

A Cooperative Housing Unit is a form of home ownership in which multiple persons, through a structured entity, own and live in a single dwelling unit. In the City of Boulder cooperative housing units are defined as follows: “Cooperative housing unit means a dwelling unit in a private equity, not-for-profit, permanently affordable cooperative or rental cooperative ([10-11-1, B.R.C. 1981](#)).” In order to establish a Cooperative Housing Unit (Co-op), the owners must apply for and obtain a Cooperative Housing License (Co-op License) and, in some cases, a rental housing license (RHL). Co-op licenses are a conditional approval and are valid for four years with a required safety inspection and application update every two years. The RHL requires renewal every four years.

There are three types of Co-ops that will be licensed based on the ownership structure of the Co-op: Private Equity, Not-For-Profit Permanently Affordable, and Rental Cooperative. Co-ops are allowed, with approval, in all zoning districts with the exception of agricultural, industrial or public zoning districts. Proposals for Co-ops must be considered through an administrative review process. Applications must be submitted 30 days prior to occupancy of the property.

To begin the review process, please submit a completed Administrative Review Application, the application fee (listed on the Administrative Review Application), and the application requirements which are listed below. Applications for Co-ops must be submitted in person at the Planning and Development Services Center (address above). Incomplete application will not be accepted.

Cooperative Housing License Process



*No more than ten new cooperative housing licenses will be issued in any calendar year. Once the limit is reached, subsequent applications will be placed on a waitlist and given priority for consideration in the next calendar year.

Application Requirements to Establish a New Cooperative Housing Unit

1. Written consent of the property owner
2. A recommendation from an ECHO;
3. A documented governance structure;
4. A list of the number of adults and dependents;
5. A dedicated bank account; and
6. Bylaws that provide for the following:
 - a. provisions prohibiting unlawful discrimination or harassment;
 - b. a provision requiring regular meetings of all members;
 - c. a decision-making structure;
 - d. provisions for discipline or discharge of members;
 - e. provisions for sharing of resources;
 - f. provisions for selection of new members; and
 - g. provisions for sharing information about the dedicated bank account.
7. Proof of registration of the Co-op entity with the Colorado Secretary of State
8. Written Statement including:
 - a. Proposed address of the co-op
 - b. Name of Co-op to be licensed
 - c. Desired number of occupants (cannot exceed the maximum occupants allowed set forth in [9-8-5\(d\), B.R.C. 1981](#))
 - d. Two contact persons
9. Completed and signed baseline inspection form (See attached)
10. Floor plans verifying life safety standards including:
 - a. Proposed interior plan, showing rooms, dimensions, ingress and egress;
 - b. A sufficient number of rooms to accommodate the number of occupants requested;
 - c. Number and location of smoke detectors;
 - d. Number and location of CO2 detectors.

Floor plans should be drawn at a scale of no less than 1/8" = 1' (1/4" = 1' preferable) which include the address of the property and a north arrow.
11. Site plans showing the major details of the site including:
 - a. Location of existing/ proposed building(s);
 - b. Usable open space
 - c. Off-street parking areas
 - d. Refuse areas
 - e. Indicating the required number of compliant (9'x19') parking spaces

Site plans should be drawn to a standard scale not less than 1" = 20' (not larger than 18"x 24' folded to 9" x 12") and should show a north arrow, street name(s), owner name(s), and the property address. Plans should be based on a survey if one is available.
12. Trash removal plan that meets the requirements of [6-3-3, B.R.C. 1981](#).
13. Parking Plan
 - a. Description of how parking will be managed on site.
 - b. If the Co-op is located in a Neighborhood EcoPass district, the plans shall include the requirement that all licensed driver acquire an EcoPass.
 - c. If the Co-op is located in a neighborhood that requires parking permits, the plan shall require that licensed drivers who need a permit to park will obtain the proper parking permits.

14. If the Co-op is a Not-For-Profit Permanently Affordable Co-op, proof that the proper covenants are in place will be required from the city's Housing Department.
- a. Nonprofit Status – submit one (1) copy of IRS-generated 501 (c) 3 tax exempt determination letter
 - b. Permanent Affordability – one (1) copy of city covenant to limit household (consisting either of an individual or a family) rents to no more than 60% Area Median Income. To establish permanent affordability for a Co-op please contact Housing Division Staff at (303) 441-3157.
15. Rental License Application if required. Co-op types that require a rental license are:
- a. Not-for-profit, permanently affordable Co-ops
 - b. Rental Co-ops
 - c. Private Equity Co-ops if any resident of the co-op will be a renter

Following the Conditional Approval of the Co-op application and within 30 days of initial occupancy of the Co-op, the applicant shall demonstrate to the city that:

- a. The Co-op has notified each dwelling on the block face within 600' of the property of:
 1. The organization that is responsible for certifying the applicant and
 2. The applicant's contact information; and
- b. The Co-op has, if required to obtain parking permits, have begun the parking permitting process.

Update and Renewal Process for Co-op Licenses

Every two years, Co-ops are required to update their baseline inspection and all application information except for the Parking Management Plan and the notification to the neighborhood. The applicant should submit another Administrative Review application and fee and include all application materials except the Parking Management Plan.

Every four years, the Co-op must complete a full renewal of the license. This process includes the submission of new administrative application and fee for a new Co-op License and all of the application requirements listed above (including the Parking Management Plan).

If a Co-op is not renewed or updated on or before the 2 and 4 year marks, it will be removed from the list of approved Co-ops and a new Co-op license must be obtained. If there is a waitlist, the Co-op will be placed on that list upon submitting a new application.

Baseline Inspection Compliance Verification Form

Please return this portion of the Baseline Inspection Checklist

Note: By signing this form, the licensed inspector certifies that he/she performed the housing inspection for the rental property indicated below and found it complied with the requirements included in the checklist at the time of inspection. The inspector also certifies that he/she has no financial interest in the property and is not related in any way to the owner/agent or tenant.

Property Address _____ Unit # _____

Owner/Agent Name _____

PART A – General Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____
Signature _____ Please print name _____

Date of inspection compliance _____ (Must be completed within the previous 12 months)

PART B – Plumbing Facilities and Fixture Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____
Signature _____ Please print name _____

Date of inspection compliance _____ (Must be completed within the previous 12 months)

BASELINE INSPECTION COMPLIANCE VERIFICATION FORM CONTINUED

PART C Sec. I-III – Mechanical Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____
Signature Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

PART C Sec. IV – Electrical Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____
Signature Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

PART D – Fire Safety Requirements

Company Name _____ Contractor license # _____

Type of license _____ Telephone # _____

Name of Inspector _____
Signature Please print name

Date of inspection compliance _____ (Must be completed within the previous 12 months)

