Print Form

CITY OF MINNEOLA, FLORIDA
CONCURRENCY MANAGEMENT APPLICATION CHECKLIST

This Checklist is based on the relevant provisions of Chapter 90-5 of the Minneola, FL Code of Ordinances. The Code is available online at www.municode.com. The requirements described below are minimums that may be adjusted in the pre-application conference.

State law requires the City to determine that the available capacity of the necessary public facilities - roads, potable water, sanitary sewer, parks & recreation, stormwater management and solid waste - are available to serve the proposed project at the time its off-site impacts actually occur. This determination is done by comparing the impacts of the proposed project with the Level-Of-Service (LOS) standards established in the City's Comprehensive Plan and the currently available capacities in these systems.

There are three types of concurrency certificates (letters) Conceptual, Preliminary and Final. They are described as follows:

Conceptual	Optional at the zoning stage Valid only for letter date	Valuable as an early assessment of available public facility capacities which will be available at the time of the project's final development order application
Preliminary	Optional at site plan or preliminary S/D plat stage Valid only for letter date	Valuable as an early assessment of available public facility capacities which will be available at the time of the project's final development order application
Final	**Prior to issuing a Final Development Order** Valid for specified time	IF public facilities capacities are found to be available at adopted levels of service at the time of final dvlpt approval, a certificate of concurrency will be issued and vice-versa

Minimum Submission Requirements

- ☐ 1 – Copy each of the signed Checklist and Application forms
- ☐ 1 – Copy of the Legal Description (could be a Boundary Survey reduced to no greater than 11" x 17") or one copy of the Warranty Deed [not both]
- ☐ A Non-refundable Application Fee of $350

Concurrency Reviews, Development Orders & Capacity Reservations

1) All concurrency determinations are made at the staff level. No other review is required.
2) A concurrency determination must be provided to the applicant within 30 days after receipt of a complete application package.
3) The pre-application meeting will identify whether a traffic study will be required pursuant to Chapter 134-3 of the City Code.
4) Conceptual and/or Preliminary Concurrency Determinations are advisory only and are valid only for the date of the Concurrency Certificate (letter). A Final Concurrency Determination is applicable for the duration identified in the Final Concurrency letter.

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CONCURRENCY MANAGEMENT APPLICATION CHECKLIST
(cont'd)

Concurrency Reviews, Development Orders & Capacity Reservations

5) The Final Concurrency Certificate (letter) shall include:
   a. The estimated impact on each of the public facilities identified in the application; and
   b. The ability of each of the public facilities to accommodate the proposed project at the established LOS standards; and
   c. An identification of public facility deficiencies that must be corrected prior to completion of the project; and
   d. An identification of any improvements or additions that are needed for a public facility in order to meet the applicable LOS standards and the entities responsible for the improvements or additions
   e. The date on which the improvements must be completed to maintain, or exceed, the established applicable LOS standards
6) The concurrency determination may require one, or more, mitigation measures to be completed, particularly for roads and/or schools, through a variety enforceable agreements
7) Should the City Council determine that the City and/or the developer not reach an agreement on how to ensure the necessary public facilities will be available to correct the identified deficiencies, the project shall be denied [sec. 90-5(h)]
8) A concurrency statement is <u>not</u> a capacity reservation.
9) A capacity reservation is valid only for the specific land uses, densities, intensities and construction schedules contained in the development order or development agreement
10) A <u>payment of 50% of the water and sewer connection fees</u> is required to reserve capacity in these systems and should be done as soon as possible in the review process
11) No clearance or construction activity may be initiated until a Development Order (DO) is issued. The City may issue a DO <u>only after</u> approval of the conceptual or preliminary development plans according to the relevant permit process required in this Code. [sec.98-1 (a)]
12) A development order allows land clearing, site preparation, utility construction, road construction, building construction or rezoning of the subject parcel to PUD only [sec. 98 -1 (a)]
13) No <u>Final</u> Development Order (DO) shall be issued until a Concurrency Certificate is issued by the City [Sec. 90.5(b)(1)c of the City Code]
14) The applicant is responsible to request a Final Development Order from the City
15) Both the City and the County collect various impact fees. For City fees, contact the Planning & Zoning Dept at the address below. For County fees, contact Wendy Wickwire @ 352-342-9451 or e-mail wwickwire@lakecountyfl.gov.

Transmit to: Planning & Zoning Department, 800 N. U.S Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, ext 232 or 220

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONCURRENCY DETERMINATION

This Checklist is based on the relevant provisions of Chapter 90-5 – Concurrency - of the Minneola, FL Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-app conference. Staff comments are required within 30 days of the date the application is received.

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax or E-mail Address: _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Fax or E-mail Address: _____

Subject Parcel General Location and/or Street Address: _____

_____

Alternate Key Number (s): _____

Land Use Designation: _____ Current Zoning _____ Proposed Zoning _____

Non- Residential

Specific Proposed Use: _____

Number of Structures: _____

List Sq. Ft. of Each Structure: _____

TOTAL Square Footage _____

Residential Units

SF Detached _____ SF Attached _____ Multi-Family (3 + DUs in a Bldg) _____

Type of Concurrency Review Requested – (ck one)

Conceptual (optional at rezoning) [valid **only** for the date of the letter] ☐

Preliminary (optnl. @ site plan or prelim plat) [valid **only** for the date of the letter] ☐

Final [**required prior to issuing a Final Development Order – See 90-5(b)(1)c**] ☐

Schools **[School Concurrency does not apply to non-residential development]**

The Lake County School Board is solely responsible for school concurrency determinations. Please contact Ms. Dawn McDonald @ 352-253-6694, or e-mail to mcdonaldd@lake.k12.fl.us for more details regarding the School Board concurrency process

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CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONCURRENCY DETERMINATION (cont'd)

CERTIFICATION

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs **AND** the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice **OR** further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

_____
Applicant Signature

_____
Date

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Payment Record for Office Use:

Applicant Name: _____

Application for: _____

Amount: _____ Account #: _____

Amount: _____ Account #: _____

Rec'd by: _____ Date: _____ Check #: _____

LDR Compliance Fee #0-001-000-329-100

Engineering Compliance Fee #0-001-000-329-105

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