

CITY OF MINNEOLA, FL
CONCURRENCY MANAGEMENT APPLICATION CHECKLIST

This checklist is based on the relevant provisions of Chapter 90-5 of the Minneola 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, such as: roads, potable water, sanitary sewer, parks & recreations, 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-Science (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 the site plan or preliminary S/D plat stage	
Final	Valid only for letter date Prior to issuing a Final Development Order Valid for a specified time	If public facilities capacities are found to be available at adopted levels of service at the time of final development approval, a certificate of concurrency will be issued and vice-versa.

Applicant Name: _____

Applicant Address: _____

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

Project Name: _____

General Location: _____

Alternate Key Number(s): _____

CONCURRENCY MANAGEMENT APPLICATION CHECKLIST

(Continued)

Minimum Submission Requirements

One copy each of the completed and signed Checklist and Application forms

A non-refundable application fee of \$350.00

One copy of the legal description. This can be shown on either the Boundary Survey (11x17) or the Warranty Deed

Concurrency Reviews, Development Orders, & Capacity Reservations

1. All concurrency determinations are made at staff level, no other review is required.
2. A concurrency determination must be provided to the application with 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's Code.
4. Conceptual and/or Preliminary Concurrency determinations are advisory only and are valid only for the date of the Concurrency Certificate. A Final Concurrency determination is applicable for the duration identified in the Final Concurrency letter.
5. The Final Concurrency Certificate shall include:
 - a. The estimated impact on each of the public facilities identified in the application.
 - b. The ability of each of the public facilities to accommodate the proposed project at the established LOS standards.
 - c. An identification of public facility deficiencies that must be corrected prior to completion of the project.
 - 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 not a capacity reservation.
9. A capacity reservation is valid only for the specific land used, densities, intensities, and construction schedules contained in the development order or development agreement.

CONCURRENCY MANAGEMENT APPLICATION CHECKLIST

(Continued)

10. Payment of the water and sewer connection fees are optional, but may be 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 only after 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 Final Development Order shall be issued until a Concurrency Certificate is issued by the City [Sec. 90-5(b)(1)]
14. The applicant is responsible to require 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 Department at the address below. For County fees, contact Lake County Public Works at (352) 483-9000.

Certification:

I, the undersigned, do hereby certify that I have read this checklist and understand the requirements described herein. I further understand that only application packages that have been determined complete by the Planning Department, prior to the City Council agenda deadline, will be scheduled for processing.

Owner/Authorized Signature

Date

Transmit To:

City of Minneola
Planning & Zoning Department
800 N Highway 27
Minneola, FL 34715
(352) 394-3598 x2200 or x2202

No fax or e-mail submissions, please.

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONCURRENCY DETERMINATION

Applicant Name: _____

Applicant Address: _____

Applicant Ph. Number: _____ E-mail Address: _____

Owner Name: _____

Owner Address: _____

Owner Ph. Number: _____ E-mail Address: _____

Subject Parcel General Location and/or Street Address: _____

Alternate Key Number(s): _____

Non-Residential:

Land Use Designation: _____ Current Zoning: _____ Proposed Zoning: _____

Specific Proposed Use: _____

Number of Structures: _____

List Square Footage of Each Structure: _____

Total Square Footage: _____

Residential Units:

Single Family Detached: _____

Single Family Attached: _____

Multi-Family (three or more dwelling units): _____

Type of Concurrency Review Requested:

_____ Conceptual, valid only for date of letter (optional)

_____ Preliminary, valid only for date of letter (optional)

_____ Final, required prior to issuing of Final Development Order [Sec. 90-5(1)(c)]

School Capacity. Please contact the Lake County School Board in regards to School Concurrency at (352) 394-6694, or e-mail Dawn McDonald at mcdonaldd@lake.k12.fl.us.

CITY OF MINNEOLA, FLORIDA
APPLICATION FOR CONCURRENCY DETERMINATION
(Continued)

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 fee, 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 Planning Department will be scheduled for review.

Applicant Signature

Date

Office Use Only:

Project Name: _____

Application Fee: \$350.00

Received By: _____

Receipt #: _____

Transmit To:

City of Minneola
Planning & Zoning Department
800 N Highway 27
Minneola, FL 34715
(352) 394-3598 x2200 or x2202