

# School Board of Polk County School Concurrency Application

Date Rec'vd by PCSB\_\_

**INSTRUCTIONS:** Submit one copy of completed application and location map for each new residential project requiring a determination of school capacity. Checks for concurrency review should be made out to The School Board of Polk County. Please send the application along with your applicable fee to: Planning and Concurrency Department, PO Box 391 Bartow, FL 33831.

The following information is to be provided to the **School Board of Polk County Planning and Concurrency Department** along with all other required applications for complete review of the proposed residential development. This information must be provided to the School Board of Polk County (PCSB) in order for student generation rates to be calculated, school capacity evaluated, and potential mitigation addressed. For information regarding the application process, please contact the Planning and Concurrency Department at 863-534-0811.

Please check (√) type of application request (one only):

Non-Binding Concurrency Determination

Time Extension

Binding Concurrency Determination

Other

Fees: Any applicable fees shall be made payable to the Polk County School Board.

### I. Project Information:

Project Name: \_\_\_\_\_ Jurisdiction \_\_\_\_\_

Parcel ID#: (attach separate sheet for multiple parcels): \_\_\_\_\_

Location/Address of subject property: \_\_\_\_\_

(An 8½" x 11" vicinity map, with primary access point(s) identified and adjacent streets clearly labeled, must be attached)

### II. Ownership/Agent Information:

Applicant Name(s)\*: \_\_\_\_\_

Agent/Contact Person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Fax: \_\_\_\_\_

### III. Development Information

Project Data					
Current Land Use Designation		Proposed Land Use Designation			
Current Zoning		Proposed Zoning			
Project Acreage					
Total Units					
Unit Breakdown:	SF:	MF Apartment:	MF Condo:	MF Townhouse:	MH:
Is this a phased project: Y or N		If yes please specify type and number of units per year:			
PHASE	Proposed SF* Units	Proposed MF/MH* Units	Beginning Date	Expected Completion Date	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
*SF = Single Family MF = Multi-Family MH = Mobile Home					
Project Located in the City/County Core Improvement Area? __ yes __ no					
Calculation of School Impact Fees: (Exempt in Core Improvement Area)					



**Public School Facilities:** (Describe any past or proposed Public School Facility dedicated, constructed, or funded in order to mitigate the public school impacts of this development) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Concurrency Mitigation Option(s):** If there is not Available School Capacity to accommodate the development, describe any applicable proposed School Concurrency Mitigation options to be considered.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Relevant Information:** Provide other relevant information that is needed to evaluate the School Concurrency Application and to make a finding with regard to Available School Capacity.  
\_\_\_\_\_  
\_\_\_\_\_

**Notes:**

This application will not be deemed complete until all applicable submittal requirements have been submitted to the School District. Submittal requirements include completed application and location map.

**FOR OFFICIAL CITY/COUNTY USE ONLY**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Date of Concurrency Determination:** \_\_\_\_\_

**Certificate No.** \_\_\_\_\_

# Concurrency Fee Review

## Introduction

School Concurrency became a reality for Polk County Schools on December 11, 2007 with the adoption of the Interlocal Agreement for Public School Planning. This agreement was implemented in accordance with FS 163.3177 and 163.3180 which required that all non-exempt local governments implement school concurrency by December of 2008.

The tracking, processing and maintenance of the concurrency management system will require staff and District resources. To fund those activities, there will be a review fee charged to persons or companies who are seeking development approvals. The fees reflect the School District's time and resources necessary to review development applications prior to the local government's issuance of concurrency. These expenses are to be charged against those developments which would generate additional students (Developments which are exempted and those that do not generate students would not be required to apply for school concurrency review). The fees are based on the size of the properties and densities under review for development approval. This same type of fee is charged by local government entities for concurrency review of water, sewer, roadways, etc.

## Justification

In order to process concurrency applications, the Planning and Concurrency Department must conduct an analysis of capacity in the schools zoned for the proposed development. This review must find the schools to be impacted within the Concurrency Service Area, or those schools in contiguous zones, have sufficient capacity to accommodate the additional students that would reasonably be a result of the development. To complete the analysis, the following information must accompany the application:

- A project site location map showing the parcel and parcel ID numbers with major cross streets.
- A projected construction schedule that includes estimated dates for:
  - Submission of rezoning/land use change application.
  - Submission of preliminary plat/site plan or master plan application
- The number of residential units and types of units to be built in each phase.
- The estimated dates of start and ending of phases proposed for the project and a build out schedule.

## Fees

The proposed fees were determined by estimated average staff time per project. The midpoint was rounded and the fee schedule was tiered. Polk County municipalities and other counties were polled to be sure these charges are consistent with charges of other entities.

## Fee Schedule

Informal Concurrency Inquiry	Concurrency Application	Concurrency Mitigation or Release Agreements	Concurrency Vesting Verification Letter	Concurrency Extension of Mitigation Plan Amendment or Extension	Appeal
	1- 50 units	\$100	1-50 units	\$ 750	
	51-200 units	\$200	51-200 units	\$ 1500	
\$150	201-500 units	\$400	201-500 units	\$ 2500	\$ 100
	501-1000 units	\$600	501-1000 units	\$ 4000	
	1001 + units	\$800	1001 + units	\$ 6000	
<b>Additional Fee for DRI Review</b>	<b>\$1000</b>	<b>\$ 2500</b>		<b>\$ 1500</b>	<b>\$5000</b>

If mitigation is required, additional fees will be charged to include any legal fees and official copies as needed. Appeals also require additional staff time and legal fees. The determination of adequacy for a capacity review shall be valid for 18 months from the date of issuance. It should be noted that concurrency review requires important coordination with the local government or the County. This exchange of information is vital to the success of School Concurrency.

