

DEVELOPERS' TIMELINE FOR LIVABLE MANATEE PROJECT INCENTIVES



COMPONENTS OF A SUCCESSFUL LIVABLE MANATEE INCENTIVE PROCESS



Due Date (all components): **SIX to EIGHT MONTHS**



Complete by	EACH BOLDED AREA REPRESENTS THE TIME IT WILL TAKE IN THE DEVELOPMENT PLANNING PROCESS
5-10 BUSINESS DAYS	IS A SCOPING/PROJECT BRAINSTORMING MEETING WITH DEPARTMENTS REQUIRED? BRING CONCEPTUAL PLANS/DRAWINGS AND PROVIDE A NARRATIVE OF THE PROJECT. A SCOPING MEETING WILL TAKE 5-10 BUSINESS DAYS TO BE SCHEDULED WITH THE APPROPRIATE DEPARTMENT REPRESENTATIVES FROM THE DATE OF FIRST CONTACT BASED ON CALENDAR AVAILABILITY. THESE MEETINGS ARE HELD ON MONDAYS, APPROXIMATELY 2 WEEKS FROM THE DATE OF REQUEST. ALL REQUESTS MUST BE SUBMITTED ON OR BEFORE FRIDAY BY 5 PM .
15 BUSINESS DAYS	FOLLOWING A SCOPING MEETING, DEVELOPER WILL APPLY FOR A PREAPPLICATION REVIEW WITH THE PLANNING DIVISION *** UPON RECEIPT OF PRE-APPLICATION COMMENTS DEVELOPER WILL CONTACT AFFORDABLE HOUSING DEVELOPMENT STAFF FOR DESIGNATION APPLICATION -TO BE REVIEWED WITHIN 15 DAYS FROM DATE OF RECEIPT VIA NEIGHBORLY.
14-21 CALENDAR DAYS (excluding holidays & emergencies)	DEVELOP PRELIMINARY OR FIRST DRAFT SITE PLAN FOR PLANNING REVIEW AND COMMENTS. DEVELOPER WILL SUBMIT APPROVED DESIGNATION LETTER AND CERTIFICATE TO RECEIVE FAST TRACK PLANS REVIEW AND COMMENTS. THIS PROCESS WILL TAKE 14-21 DAYS EACH TIME COMMENTS ARE RESUBMITTED FOR REVIEW AND COMMENTS TO BE AVAILABE TO THE DEVELOPER.
14-21 DAYS FOR REVIEW & 60-90 DAYS FOR PUBLIC HEARING	APPLY FOR DEVELOPMENT PERMIT - UPON APPROVAL OF AFFORDABLE HOUSING DESIGNATION, DEVELOPER SUBMITS APPLICATION FOR SITE PLAN APPROVAL AND UPLOAD DESIGNATION LETTER AND FAST TRACK CERTIFICATE TO RECEIVE INCENTIVES FOR REVIEW OF APPLICATION. IT WILL TAKE APPROXIMATELY 60-90 DAYS ADMINISTRATIVELY TO COMPLETE THE NECESSARY STEPS FOR REVIEW AND APPROVAL OF SITE PLAN.
120-250 CALENDAR DAYS	IF A RE-ZONE IS NEEDED, AND DEPENDING ON THE TYPE, THIS PROCESS CAN TAKE APPROXIMATELY 4-8 MONTHS TO COMPLETE
30 BUSINESS DAYS	PRIOR TO FINAL SITE PLAN APPROVAL, STAFF WILL DEVELOP THE LAND USE RESTRICTION AGREEMENT (LURA) AND REQUEST THE DEVELOPER'S SIGNATURE – THE LURA WILL CONTAIN THE LIST OF INCENTIVES TO BE AWARDED - THIS PROCESS WILL TAKE 30 DAYS

JAMES SATCHER
District 1

AMANDA BALLARD
District 2

KEVIN VAN OSTENBRIDGE
District 3

MIKE RAHN
District 4

RAY TURNER
District 5

JASON BEARDEN
At Large

GEORGE W. KRUSE
At Large

30-45 BUSINESS DAYS	STAFF TO OBTAIN SIGNED LURA WITH ANY RECOMMENDED CHANGES FROM THE DEVELOPER, PREPARE AGENDA PACKET AND PRESENT TO BOARD OF COUNTY COMMISSIONERS (BOCC) FOR REVIEW AND APPROVAL – THIS PROCESS WILL TAKE 30-45 DAYS
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Complete by	EACH BOLDDED AREA REPRESENTS THE TIME IT WILL TAKE IN THE FINANCIAL PROCESSING AND REIMBURSEMENT PROCESS
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PLEASE DO NOT PAY ANY IMPACT FEES DUE PRIOR TO SPEAKING WITH STAFF

10 BUSINESS DAYS	PRIOR TO TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) OR CERTIFICATE OF OCCUPANCY (CO) DEVELOPER WILL SUBMIT A REQUEST FOR PAYMENT OF IMPACT FEES ALONG WITH ALL ADDITIONAL REQUIRED FORMS
10 BUSINESS DAYS	THE DEVELOPER WILL PROVIDE A REQUEST FOR FUNDING ALONG WITH <u>ALL</u> REQUIRED DOCUMENTS TO AHD STAFF FOR REVIEW AND PROCESSING. THIS WILL TAKE 10-DAYS
10-20 BUSINESS DAYS	FOLLOWING REVIEW, STAFF WILL UPDATE THE DEVELOPER ON STATUS OF IMPACT FEE PAYMENT ...THIS SHOULD TAKE AN ADDITIONAL 10 DAYS TO ISSUE CREDITS FOR ELIGIBLE IMPACT FEES DUE
20 BUSINESS DAYS	FINANCE WILL REVIEW AND PROCESS CREDITS OR REIMBURSEMENTS ACCORDING TO THE AFFORDABLE HOUSING MEMO GUIDELINES.... IF REIMBURSEMENT - A CHECK WILL BE MAILED TO THE DEVELOPER OF RECORD

Please Note: Staff is available to discuss developer’s concerns or answer questions at any stage of the timeline

YOU HAVE COMPLETED THE THREE COMPONENTS OF A SUCCESSFUL LIVABLE MANATEE INCENTIVE PROGRAM PROCESS

 DESIGNATION
  FAST TRACK PERMITTING & APPROVALS
  CERTIFICATE OF OCCUPANCY

For further information, please contact: Rowena Young-Gopie 941.748.4501 ext. 1274 or
 email: rowena.elliott@mymanatee.org