

Manatee County, Florida

Impact Fee Administrative Procedures Manual

Multimodal Transportation, Law Enforcement,
Parks & Natural Resource, Library, and
Public Safety Capital Facilities

Adopted December, 14 2021



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CHRONICLED RECORD OF GOVERNING DOCUMENTS

The following tables provide a complete account of the historical evolution regarding the Impact Fee Ordinance, as well as the Impact Fee Administrative Procedures Manual.

The **Adoption History Table** below summarizes revisions, amendments, and updates to the Impact Fee Ordinance, including those made to Chapter 2 of the Land Development Code.

IMPACT FEE ORDINANCE		
Document No.:	Date Adopted	Purpose/Summary of Changes
Ord 86-09	06/27/1986	Establishment of Impact Fees for Roads, Parks, Solid Waste, and EMS for all incorporated and unincorporated parts of Manatee County.
Res 86-152	06/27/1986	Adopted administrative fees.
Ord 87-38	11/18/1987	Updated fee schedule based on inflation and providing changes in the formula used to calculate transportation component fees.
Ord 89-14	08/16/1989	Adjustment to the RV Park and Hotel/Motel category for the parks and recreation component of the Impact Fee schedule.
Res 90-71	09/27/1990	Amended Impact Fee Schedule, added Law Enforcement component, and increased Administrative Surcharge.
Res 01-184	08/14/2001	Eliminated Solid Waste impact fees. Law enf., fees increased 33% and Parks, EMS, and Road impact fees increased 40%.
Ord 02-33	05/07/2002	Adopted Countywide Impact Fee's for Education Facilities.
Ord 04-19	02/24/2004	Added Countywide Parks and Local City Parks into Impact Fee Schedule.
Ord 04-40	02/24/2004	Adopted increase of Countywide Impact Fees for Education Facilities based on inflation.

Res 04-67	02/24/2004	Established Impact Fee program for Affordable Housing.
Ord 05-62	08/23/2005	Adopted increase of Countywide Impact Fees for Education Facilities.
Ord 05-52	10/06/2005	*5-year Update Study – Adopted at 100%
Ord 06-75	11/07/2006	Amend Impact Fee Schedule. Consolidated local parks and countywide parks category and transportation impact fee into Roads impact fee.
Ord 09-07	02/03/2009	Eliminated medical-dental office category.
Ord 09-36	05/19/2009	Suspended charging and collection of Educational Facilities impact fees for a period of 2-years.
Ord 09-37	05/19/2009	Reduced Road impact fees by 50% for a period of 2 years.
Ord 11-20	06/21/2011	*5-year Update Study – Adopted at 100%. Extended the reduction of Road impact fees by 50% through September 30, 2011.
Ord 11-22	06/21/2011	Extended the suspension of charging and collection of Educational Facilities impact fees through July 27, 2013.
Ord 15-43	12/03/2015	*5-year Update Study – Adopted at 80%, with incremental increases to 90% after one year and to 100% after the Adopted impact fees for Library Facilities.
Ord 16-03	01/07/2016	Adopted new Impact Fee Schedule for Education Facilities at 50% percent. Increase to 75% percent after 1 year and 100% percent after 2-years.
Ord 17-46	08/03/2017	Adopted Educational Facilities Impact Fees at 100% percent.
Ord 18-07	03/20/2018	Adopted to cap Impact Fees at 90% percent.
Ord 21-19	10/21/2021	Updated to address changes in business processes, as well as consistency with Florida Statute and Land Development Code.

The **Adoption History Table** below summarizes changes or updates to the Impact Fee Administrative Procedures Manual.

IMPACT FEE ADMINISTRATIVE PROCEDURES MANUAL		
Document No.:	Date Adopted	Purpose/Summary of Changes
R-86-154	07/10/1986	Adopting Interim Procedures for Impact Fee Administration.
R-87-351	12/22/1987	Amending Section 10.7 and reject Independent Impact Analysis.
R-90-93	09/27/1990	Rescind Resolution No.: R-86-154 and adopt new Impact Fee Administrative Procedures Manual.
R-92-128	10/06/1992	Updates to the Manatee County Impact Fee Administrative Procedures Manual Section C – Definitions, Section D – Payment of Impact Fees, Section E – Independent Impact Analysis, Section G – Credits/Determination of Value
R-97-22	01/29/1997	Amending Section G.3.b., Specific Standards, and remove form 806-04 - Parks-credits for golf courses.
R-04-147	05/25/2004	Amending R-97-22, Delete and Replace Section F, 2. – Spending impact fees outside the construction district (aka Benefit District) from which fees were collected.
R-04-170	06/22/2004	Updated for consistency purposes with the Land Development Code.
R-17-107	12/07/2017	Adopting (new) Manatee County Impact Fee Administrative Procedures Manual. (Replaced R-04-170 in entirety)
R-19-152	11/19/2019	Updated for consistency with the Land Development Code.
R-21-040	12/14/2021	Updated to address changes in business processes, as well as consistency with Florida Statute and Land Development Code. (Replaced R-17-107 in entirety)

INTRODUCTION

The Impact Fee Administrative Procedures Manual (or “Manual”) contains supplemental details regarding the process for administering Manatee County’s Land Development Code (LDC) as it relates to multimodal transportation, parks and natural resource, law enforcement, libraries, and public safety impact fees - referred to collectively as “County capital facilities.” Each type of infrastructure funded by impact fee is defined in Chapter 2 of the LDC.

The Manual is organized within approximate accordance to the section headings contained in Chapter 11 of the LDC; however, is not intended to replace or act as a governing document. Fee payers and staff shall reference the current version of the LDC, in addition to the Manual and Impact Fee Update Study as a supporting documents.

Terms unique to the administration of impact fees are listed in Chapter 2 – DEFINITIONS, of the LDC under a subsection heading “Impact Fees.” In addition, several general definitions listed alphabetically throughout Chapter 2 are also relevant to a complete understanding of how impact fees are administered. For any land use included in the fee schedule, that is not defined in Chapter 2 – DEFINITIONS, of the LDC, definitions from the Institute of Transportation Engineers Trip Generation Report, (latest Edition) shall be used.

The County Impact Fee Administrator (Impact Fee Administrator), or designee, is responsible for implementation of impact fees. Responsibilities of administering impact fees include:

1. Management of the impact fee program,
2. Calculation of impact fees for new, or expanded, development, based on the adopted fee schedule or by an Independent Impact Analysis,
3. Determination of credits for System Improvements, as specified in a local development agreement, or other similar agreements, and
4. Coordination of impact fee expenditures for System Improvements.

LEGISLATIVE FINDINGS, RELIANCE ON IMPACT FEE STUDY, AND INTENT

The Board of County Commissioners approved the Manual, by Resolution No. 21-040, on December 14, 2021. In Manatee County, impact fees are codified in Chapter 11 of the LDC, with definitions of impact fee terms in Chapter 2 of the LDC.

It is the intent of Manatee County to have administrative decisions governed by specific criteria and impact fee methods documented in the Impact Fee Study and the legislative findings and intent articulated by the Board of County Commissioners in the LDC. The Commissioner’s findings and the legislative intent, guide the implementation and administration of impact fees.

IMPACT FEE DETERMINATION

Section 1102, LDC, describes the manner in which impact fees are imposed and calculated, land uses exempt from the impact fee obligation, the means by which an Independent Impact Analysis may be performed to verify the impact of a proposed use on County capital facilities, and the award and use of credits against impact fees. This section of the Manual clarifies the manner in which those sections of the LDC are to be implemented to maintain consistency with Florida law and generally-accepted impact fee practices in the state.

Impact Fee Obligation

Unless expressly exempt by subsection 1102.2, LDC, all new development that creates additional impacts on County capital facilities will be subject to the impact fee obligations of section 1102.1. This requirement may include new developments, additions to existing developments, change of use, and may involve both indoor and outdoor land uses. The amount of impact fees owed is determined when a building permit application is submitted or as otherwise provided in section 1102, LDC.

Impact fees previously paid on prior structures, remain with the land. At the time of future expansion or redevelopment of buildings that previously paid an impact fee, an impact fee adjustment based on the previously use will be applied to the expansion or redevelopment. (See “Change of Use” section elsewhere within the Manual)

Residential Dwelling Units

For all types of residential land use categories, impact fees shall be imposed on a per dwelling unit basis according to the size thresholds established in the fee schedule. Unit size is based on square feet of climate-controlled floor area (excluding garages, porches, and patios), which is consistent with the methodology and data in the Impact Fee Study.

Nonresidential and Mixed Use Developments

Impact fees for mixed use and nonresidential developments are determined by the Impact Fee Administrator based on the administration of definitions and regulations within the LDC, in addition to the provisions of this Manual. Mixed uses and some nonresidential uses can be complex, so additional guidelines are provided in the subsection below titled “Impact Fee Calculations”.

Unlisted Use

For a use not specifically listed on the fee schedule or defined per the Impact Fee definitions in Chapter 2 of the LDC, the Impact Fee Administrator shall determine the fee category into which the proposed land use most accurately fits. The determination shall be based on the assumptions and methodology in the Impact Fee Study and other relevant and professionally-accepted indicators of demand. Should the Impact Fee Administrator determine that a proposed use does not fit any listed category in the schedule, the Impact Fee Administrator may conduct an Independent Impact Analysis, in accordance with section 1102.3, LDC, to determine the appropriate fee.

In these instances, the Impact Fee Administrator shall maintain a list of determinations made as to proposed *unlisted* land uses; first, to ensure the LDC is applied consistently

with subsequent applications; and second, to inform stakeholders during subsequent impact fee studies, LDC revisions, and updates to the Manual. In addition, an applicant may choose to prepare an Independent Impact Analysis consistent with Section 1102.3, LDC, and as described elsewhere in this Manual. (See both “Miscellaneous Provisions” and “Independent Impact Analysis” sections elsewhere within the Manual).

Change of Use

In the case of a change in use or redevelopment of an existing building and/or site, the impact fee will be assessed based on the net increase for the new use compared to the previous use for each individual type of infrastructure. The previous building should be in existence at the initial implementation date of the corresponding impact fee system. The applicant is responsible for providing the necessary documentation related to the prior structure (See “Previously Existing Structures” section elsewhere within the Manual).

The Impact Fee Administrator shall determine whether the new use amounts to a change in use or is deemed an accessory use/structure that would not require additional impact fees. For example, if a professional office were converted to retail space, the new retail space would generate additional demand for all impact fees, with the exception of those that are collected only from residential land uses (education facilities, libraries and parks and recreation). In the event that intensity is reduced during redevelopment or reoccupancy, any excess credit for previously paid impact fees remains with the property.

Building Additions and Expansion of Existing Use

When an existing structure or land use is expanded, an additional impact fee may be required in instances where the expansion increases the number of “development units”, as defined in the LDC.

For each category of County capital facilities for which impact fees are assessed, fees will be based on the net increase in fees owed under the current impact schedule as applied to the existing building/use compared to fees owed for the proposed new building/use. The previous building should be in existence at the effective date of the corresponding impact fee system. The applicant is responsible for providing the necessary documentation related to the prior structure. (See “Previously Existing Structures” section elsewhere within the Manual).

Exemptions

Section 1102.2, LDC, exempts certain land uses from the collection of impacts fees. These exemptions include land uses that do not create a permanent and significant impact on County capital facilities (*e.g.* temporary use/structure and replacement of a destroyed building), as well as exemptions required by state law or allowed as a matter of policy of the Board of County Commissioners (*e.g.*, public schools, government uses, and port authority developments). (Additional reference to section 1108.6, LDC - Affordable Housing)

Previously Existing Structure

Under subsections 1102.2(A) and (B) of the LDC, impact fees shall not to be collected for expansion of residential structures that do not increase the number of dwelling units or replacement of nonresidential structures. The applicant is responsible for providing the necessary documentation related to the details of the prior structure. Examples of acceptable documentation include:

1. Signed and sealed survey or architectural drawing;
2. Records of a Building Official;
3. Property Appraiser records providing the details of the property;
4. Aerial photography with clearly documented date;
5. Other documentation approved by the Impact Fee Administrator.

Accessory Use/Structure

Some developments may include an accessory use or structure that are associated with, but incidental and subordinate to, the primary land use. These uses and/or structures do not generate impacts on capital facilities separate from the primary use. For example, residential communities may include amenities such as a clubhouse or fitness center for use of the tenants. These private amenities are “accessory” and will not be assessed an impact fee because the impact fee methodology attributes service units (*i.e.* residents and vehicle miles of travel) to the residential dwellings. Chapter 2 of the LDC further defines what constitutes both accessory uses and structures.

Impact Fee Calculation

Fee Schedule

The current impact fees were adopted March 20, 2018, and are 90% of the recommended fees demonstrated in the Manatee County 2015–Impact Fee Update prepared by TischlerBise, and dated December 3, 2015. The Impact Fee Administrator determines the appropriate land use category, based on the nature of the use, the intent of the LDC, and the methodology and assumptions in the Impact Fee Study.

Implementation of impact fees and any necessary administrative interpretations are based on the impact a proposed use has on County capital facilities – whether measured by additional vehicle miles of travel, population, student generation rate, or other service units upon which the Impact Fee Study was based.

On occasion it may be necessary for the Impact Fee Administrator to assess fees on a development that does not align with developments specifically listed in the fee schedule. The objective is to narrow the number of situations that require interpretation. Instances where an interpretation is unavoidable, the Impact Fee Administrator shall provide specific direction to staff and the development community, to achieve consistent application of the LDC, based on the Impact Fee Study and documentable indicators of County

capital facility demand. (See “Miscellaneous Provisions” section elsewhere within the Manual)

The following types of structures/land uses are frequently proposed. As such, the manner in which the County applies Chapter 11 of the LDC, is set forth below.

Shell Building Permit

Often a builder constructs the “shell” of a nonresidential building, for which a particular use is unknown at the time of building permit application. Building use(s) cannot be confirmed until the review of one or more permit applications to build-out the building’s interior. Since shell building permit applications involve nonresidential or mixed use projects, the fee will be determined by the Impact Fee Administrator. The most common shell building permit applications are for “Commercial/Shopping Center” and “Light Industrial”. (See Chapter 2 of the LDC) In these cases, impact fees will be assessed at the time a building permit is obtained for the shell building, and the fee amount will be based on the applicant’s intended use of the entire shell structure. (Additional consideration given to zoning, land use plan designation, and surrounding uses.)

Subsequent permits for interior finish do not require additional impact fees unless deemed to be a change in use. Impact fees assessed on the shell permit must be paid prior to approval of any permits associated with an interior finish. If a building is converted from a multiple-tenant to single tenant building, then impact fees may be assessed if it is determined that additional impacts will be incurred on the capital facilities.

Mixed Use

Buildings that include a vertical mix of uses, impact fees will be assessed for each type of development and the results aggregated. An Independent Impact Analysis may be performed for a proposed mixed use development to determine the overall impacts on County capital facilities and the appropriate impact fee.

Buildings that do not contain a vertical mix of use, the unit of analysis is the entire building. Consistent with methods described by the Institute of Transportation Engineers (ITE), a particular structure may include minor secondary uses associated with the primary land use. For example, in addition to the production of goods, a manufacturing building may include some office and warehouse space. The impact fee will be assessed based on the total floor area of the entire building, using the rate for the primary land use.

Open-air Space under a Permanent Roof

Non-residential developments that include an outdoor use area covered by a permanent roof may be assessed additional impact fees for the area located under the open-air roof, above the assessment of impact fees for of any enclosed floor area within a building. Uses commonly located under an open-air permanent roof include, but are not limited to, outdoor storage of recreational vehicles, outdoor dining, gasoline fuel pumps, and manufacturing operations.

Commercial developments with fuel pumps, impact fees will be assessed based on the total square feet of any climate-controlled building, plus the outdoor area covered by a permanent roof structure above the fuel pumps.

Dining establishments that include outdoor seating under an open-air permanent roof, additional impact fees will not be imposed unless the outdoor seating area under a permanent roof exceeds 25% of the floor area of the principal use building.

Church/Place of Worship (with Educational Operations)

Church/Places of Worship and other religious institutions that operate a full-time/weekday Daycare and/or School will be assessed impact fees using the Daycare/School rate applied to the portion of the floor area dedicated to operation of the Daycare and/or School.

Those that do not operate weekday Daycare and/or School, impact fees will be assessed using the Office & Other Services rate applied to the total climate-controlled floor area of the office space dedicated to the primary use on an average weekday.

Recreational Vehicle Parks (RV Parks)

RV sites/pads will be assessed impact fees at the Lodging rate per the fee schedule, with each pad considered to be equivalent to a room for purposes of calculating impact fees.

INDEPENDENT IMPACT ANALYSIS

As described in section 1102.3, LDC, an applicant may submit an “Independent Impact Analysis” in order to demonstrate that a different level of impact should be the basis for the impact fee obligation and not the fee schedule in the LDC. In addition, the Impact Fee Administrator may perform an Independent Impact Analysis using County staff and current local data in order to verify the appropriate impact fee obligation for a proposed development, including uses not listed in the fee schedule, mixed uses, changes in use, and the extent to which a particular use or structure is accessory to a primary use.

The following procedures apply to Independent Impact Analyses:

Pre-Application Meeting

Before beginning the Independent Impact Analysis, the Feepayer and the qualified preparer will attend a pre-application meeting with the Impact Fee Administrator. The purpose of the meeting will be to discuss the procedures, requirements, methodology, and standards to be used in the Independent Impact Analysis.

Qualifications of Preparer

An Independent Impact Analysis will be prepared and certified by an expert approved by the Impact Fee Administrator, based on relevant training and experience (e.g., a registered professional engineer or member of the American Institute of Certified Planners). The preparer should be qualified in the fields of planning, engineering, or economics, or an impact fee consultant.

Optional Independent Impact Analysis

In lieu of determining impact fees based on the current schedule, a Feepayer may submit an application requesting that impact fees be determined by an Independent Impact Analysis. If the Independent Impact Analysis is being prepared for a land use included in the adopted rate table, the party requesting the Independent Impact Analysis shall demonstrate by competent substantial evidence that the data, assumptions, and service

units used in the Impact Fee Study are less accurate than the results of the Independent Impact Analysis. This can result in a requirement that all components of “linked” data be considered. For example, in transportation impact fee methodologies, travel demand is a function of trip rate and trip length; therefore, an independent analysis of one will typically be required to also consider the other.

Mandatory Independent Impact Analysis

The Impact Fee Administrator may require a Feepayer to perform an Independent Impact Analysis if the type of impact-generating land development is not comparable to a category listed in the impact fee schedule. If the Feepayer is required to perform an Independent Impact Analysis, the Feepayer will retain a qualified professional at the Feepayer’s expense. The expense of preparing the Independent Impact Analysis will be an impact fee credit applied to reduce the Administrative Surcharge.

Requirements for Independent Impact Analysis

An Independent Impact Analysis will use most recent and localized data for the demand component of the fees. It will be based on the same methodologies, infrastructure standards, and costs used in the Impact Fee Study. In the case of multimodal transportation impact fees, the Independent Impact Analysis will use the formulas in the Impact Fee Study to determine travel demand, but may also attempt to demonstrate that alternate trip generation rates, alternate capture rates, and alternate trip lengths more accurately reflect the transportation impacts of the proposed impact-generating land development. Supporting documentation will be provided through local data, and may include statistically valid surveys or a review of relevant professional literature.

In the case of impact fees for other types of infrastructure, the Independent Analysis will use the formulas in the Impact Fee Study for the appropriate fee; however, may also attempt to demonstrate that applicable service units per development unit vary from the rates used in the Study. Supporting documentation will include recent and local data, and may include statistically valid surveys or a review of relevant professional literature.

Sufficiency of Analysis

Within ten (10) business days of receipt of an application, the Impact Fee Administrator will review the request for Independent Impact Analysis and the Feepayer’s application for completeness and sufficiency. If additional material is required for effective review of the Independent Impact Analysis, the Impact Fee Administrator will notify the applicant of the need for such additional material. The applicant will provide the requested additional materials within thirty (30) calendar days of receipt of notice from the Impact Fee Administrator, or the application will be considered withdrawn.

Decision by the County Impact Fee Administrator

Within thirty (30) calendar days after a determination that the application and accompanying analysis are complete, the Impact Fee Administrator will render a written decision accepting, accepting with modifications, or rejecting the Independent Impact Analysis based on the review standards below. The Impact Fee Administrator will consult with other County staff and may seek the advice of impact fee consultants before rendering a decision. If an Independent Impact Analysis is accepted, or accepted with

modifications, then the impact fees will be determined by the Independent Impact Analysis.

The standards for acceptance, modifications, or rejection, will be based on whether the Independent Impact Analysis demonstrates, by competent substantial evidence, that an alternative impact fee amount more accurately reflects the demands for County capital facilities than the current impact fee schedule. Supporting documentation will include recent and localized data, and may include statistically valid surveys or a review of relevant professional literature.

USE OF IMPACT FEE FUNDS

Under Florida case law, impact fees must be spent in a manner that ensures a rational nexus, or “reasonable connection,” between fees paid and the benefit to the payer resulting from the public facilities constructed with impact fee revenues. This is accomplished by maintaining a Capital Improvements Program (or “CIP”) that includes improvements to County capital facilities within reasonable timeframes, which are set forth in the LDC. In addition, impact fees must be spent within the geographic area, or Benefit District established in the Impact Fee Study; except as authorized pursuant to section 1104.2.B, LDC. Therefore, the County will review its CIP each year to ensure improvements funded by impact fees are scheduled and completed, as described in the “Annual Review” section elsewhere within the Manual.

Furthermore, the Florida Impact Fee Act requires that revenues and expenditures of each type of impact fee be accounted for separately. This ensures that impact fee revenues are not spent for purposes other than providing infrastructure capacity that benefits Fee payers. Accordingly, the Manatee County Clerk of Courts maintains separate funds and subaccounts to earmark the collection and expenditure of impact fees as required by law. The specific requirements for accounting for impact fees are set forth in the LDC.

Benefit Districts

Impact fee collections and expenditures are maintained and accounted for according to the Benefit Districts described in the LDC. Impact fees collected prior to April 18, 2016, imposed pursuant to prior studies and assumptions, must also be spent to ensure a benefit accrues to those who paid the fees, as required by law. Therefore, prior to the expenditure of countywide impact fee funds collected before April 18, 2016, the Impact Fee Administrator will consult with other County staff to determine appropriate and lawful expenditures of such funds.

In the case of Multimodal Transportation Impact Fees, an improvement that is located in more than one benefit district will be eligible for funds from each district. In the case of improvements located in one district but benefit multiple districts, the County will conduct an analysis to determine benefit. Pursuant to Section 1104.2.B, LDC, if the Impact Fee Administrator determines a capital improvement is eligible for funding with impact fee proceeds from outside the benefit district where the capital improvement is located, staff will prepare a resolution with findings for Board consideration.

CREDITS FOR SYSTEM IMPROVEMENTS

System Improvements that are eligible for credits have the effect of providing capacity to County capital facilities, which will fully or partially address the demand from new development. Credits are necessary to ensure that a property owner or developer who provides infrastructure capacity is not subject to double payment for County capital facilities. Typically, credits will offset impact fees due on building permits issued within the development for which a credit for System Improvements was approved.

Consistent with Florida Statutes subsection 163.3180(5)(h), transportation impact fee credits will be provided for proportionate share payments made to satisfy transportation concurrency requirements. Such credits will be pursuant to the terms of a development agreement between the County and the applicant. Such agreement may include provisions addressing the identification of one or more mobility improvements to benefit a regionally significant transportation facility to be fully funded and completed by or on behalf of the applicant, the County, and/or another governmental or quasi-governmental entity. Such agreement may also include provisions for the timing of impact fee credits or refunds to reflect the need for particular System Improvements for which credits are awarded.

Eligible Improvements

Any person commencing an Impact-Generating Land Development may apply for a site-specific credit for contributions, construction of improvements, or dedications of land accepted and received by the County for System Improvements, as defined in Chapter 2, LDC. If a development site is adjacent to an arterial or collector street, as depicted in Map 5B (Future Traffic Circulation Functional Classification) of the Manatee County Comprehensive Plan, that is not yet constructed, the owner/developer will be required to provide adequate transportation access. Transportation access to residential subdivisions, multifamily housing, and all nonresidential development, must meet the minimum standards listed below (Option A or B). To obtain impact fee credits, see the application and authorization process described elsewhere within the Manual.

Option A - Two Lane Divided Urban

	Count	Feet	Total Feet
1. Median	1	19.34	19.34
2. Travel Lanes	2	12	24
3. Bike Lanes	2	4	8
4. Median Curbs (AB)	2	1.33	2.66
5. Outside Curbs (F)	2	2	4
6. Landscape Buffers	2	8	16
7. Sidewalks	2	5	10
Total ROW Width			84

Source: Page T-81, Manatee County Public Works Standards Manual dated November 2016.

Option B - Complete Streets Collector

	Count	Feet	Total Feet
1. Median	1	14	14
2. Travel Lanes	2	11	22
3. Bike Lanes	2	5	10
4. Curbs	2	2	4
5. Landscape Buffers	2	9	18
6. Sidewalks	2	8	16
Total ROW Width			84
Based on recommended standards: Page T-20, Manatee County Public Works Standards Manual dated November 2016.			

If a property owner or developer requests impact fee credits for constructing any of the street options specified below (See options C-J), the owner/developer shall have a pre-application meeting with the Impact Fee Administrator and Public Works staff to reach consensus on the general terms of a credit authorization. The Impact Fee Administrator will provide a written summary of the general terms to be incorporated into a draft Credit Authorization. The Credit Authorization must include the eleven information items required of all credit applications, as specified below. Credit Authorizations will be reviewed and approved or denied by the Impact Fee Administrator.

Options C and D below can accommodate either two or four travel lanes within 100 feet of ROW. Option C (two lanes) has forty-eight (48)-feet of asphalt with on-street parking. Option D (four lanes) has fifty-four (54)-feet of asphalt for moving automobiles and bikes, with no parking.

Option C – Principal Street with Two Lanes

	Count	Feet	Total Feet
1. Median	1	14	14
2. Travel Lanes	2	11	22
3. Bike Lanes	2	5	10
4. Parking	2	8	16
5. Curbs	2	8	4
6. Landscape Buffers	2	9	18
7. Sidewalks	2	8	16
Total ROW Width			100
Source: Page T-81, Manatee County Public Works Standards Manual dated November 2016.			

Option D – Principal Street with Four Lanes

	Count	Feet	Total Feet
1. Median	1	10	10
2. Travel Lanes	4	11	44
3. Bike Lanes	2	5	10
4. Curbs	2	2	4
5. Landscape Buffers	2	8	16
6. Sidewalks	2	8	16
Total ROW Width			100
Based on recommended standards: Page T-20, Manatee County Public Works Standards Manual dated November 2016.			

The table below provides three options for a street with one hundred twenty (120)-feet of ROW. Option E is for two travel lanes in a suburban setting where stormwater swales are appropriate. Options F and G have four travel lanes but different design features. Option F has forty-eight (48)-feet of asphalt for vehicular travel and wide multiuse paths that are twelve (12)-feet wide. Option G has fifty-six (56)-feet of asphalt for automobiles and bikes, with sidewalks that are five feet wide.

Option E – Two Lane Divided Suburban

	Count	Feet	Total Feet
1. Median	1	16	16
2. Travel Lanes	2	12	24
3. Bike Lanes	2	4	8
4. Curbs	2	2	4
5. Stormwater Swales	2	29	58
6. Sidewalks	2	5	10
Total ROW Width			120
Source: Page T-82, Manatee County Public Works Standards Manual dated November 2016.			

Option F – Urban Parkway

	Count	Feet	Total Feet
1. Median	1	20	20
2. Travel Lanes	4	12	48
3. Curbs	4	2	8
4. Landscape Buffers	2	10	20
5. Multiuse Paths	2	12	24
Total ROW Width			120
Based on recommended standards: Page T-20, Manatee County Public Works Standards Manual dated November 2016.			

Option G – Four Lane Divided

	Count	Feet	Total Feet
1. Median	1	19.34	19.34
2. Travel Lanes	4	12	48
3. Bike Lanes	2	4	8
4. Median Curbs (AB)	2	1.33	2.66
5. Outside Curbs (F)	2	2	4
6. Landscape Buffers	2	14	28
7. Sidewalks	2	5	10
Total ROW Width			120
Source: Page T-80, Manatee County Public Works Standards Manual dated November 2016.			

Another four (4) lane street, that includes on-street parking, is Option H below. Although infrequent in the unincorporated area, Option I is for a six lane County arterial.

Option H - Boulevard

	Count	Feet	Total Feet
1. Median	1	18	18
2. Travel Lanes	4	11	44
3. Bike Lanes	2	4	8
4. Parking	2	7	14
5. Curbs	4	2	8
6. Landscape Buffers	2	8	16
7. Sidewalks	2	8	16
Total ROW Width			124
Based on recommended standards: Page T-20, Manatee County Public Works Standards Manual dated Nov 2016.			

Option I – Six Lane Divided

	Count	Feet	Total Feet
1. Median	1	19.34	19.34
2. Travel Lanes	6	12	72
3. Bike Lanes	2	4	8
4. Median Curbs (AB)	2	1.33	2.66
5. Outside Curbs (F)	2	2	4
6. Landscape Buffers	2	17	34
7. Sidewalks	2	5	10
Total ROW Width			150
Source: Page T-79, Manatee County Public Works Standards Manual dated November 2016.			

Outside Manatee County’s water and wastewater service area, a property owner or developer may elect to construct a Rural Parkway, according to the standards in the table below (See Option J). If a property owner or developer requests impact fee credits for a Rural Parkway, the owner/developer must have a pre-application meeting with Manatee County’s Impact Fee Administrator and Public Works staff to reach consensus on the general terms of a credit agreement. The Impact Fee Administrator will provide a written summary of the general terms to be incorporated into a draft Credit Agreement, which will be prepared by the owner/developer. Unless otherwise determined by the Impact Fee Administrator a Credit Agreement shall include the eleven (11) information items as specified below. Credit Agreements will be reviewed by the Impact Fee Administrator, and then scheduled for approval by the Board of County Commissioners as a consent agenda item.

Option J – Rural Parkway

	Count	Feet	Total Feet
1. Median	1	40	40
2. Travel Lanes	4	12	48
3. Curbs	2	6	12
4. Landscape Buffers	2	8	16
5. Multiuse Paths	2	12	24
Total ROW Width			140

Based on recommended standards: Page T-20, Manatee County Public Works Standards Manual dated Nov 2016.

Credit Application and Completeness Review

A written Application for Impact Fee Credit must be submitted to the Impact Fee Administrator. The amount of credit must be specified in the application. The general intent of Manatee County is to limit impact fee credits to the actual costs of System Improvements, up to but not to exceed, the infrastructure costs used in the Impact Fee Study. If requested credits routinely exceed cost assumptions used in the Impact Fee Study, the Impact Fee Administrator will request a study update to evaluate cost factors.

For multimodal transportation improvements, the application for Impact Fee Credit must include the following information:

1. Total Right-Of-Way (ROW) land value
2. Square feet of ROW dedicated (avg. ROW width multiplied by centerline length)
3. Land value per square foot (item 1 divided by item 2)
4. Actual construction cost of transportation improvements
5. Number of travel lanes
6. Centerline miles
7. Lane miles (item 5 multiplied by item 6)
8. Total project cost (item 1 plus item 4)
9. Total project cost per lane mile (item 8 divided by item 7)
10. Percent System Improvement (See paragraph and table below)
11. Requested credit (item 8 multiplied by item 10)

Manatee County will individually review and grant impact fee credits for System Improvements using the percentage shown below for specific types of streets. For example, if a developer constructs a Principal Street (Option C or D), with a recommended ROW width of one hundred (100)-feet, then 50% (i.e. 50 feet divided by 100 feet) of the cost for land and improvements is site-related and 50% is considered to be a System Improvement that is eligible for impact fee credits. If a developer constructs an Urban Parkway (Option F), with a recommended ROW width of one hundred twenty (120)-feet, then 42% (i.e. 50 feet divided by 120 feet) of the cost for land and improvements is site-related and 58% is considered to be a System Improvement that is eligible for impact fee credits.

Area	Street Type	Recommended ROW Width (feet)*	Percent Site-Related	Percent System Improvement
Urban	Urban and Suburban Local (base for credit in urban and suburban area)	50	100%	0%
Urban	Main	74	68%	32%
Urban	Avenue	80	63%	37%
Urban	Option A Two Lane Divided Urban	84	60%	40%
Urban	Option B Complete Streets Collector	84	60%	40%
Urban	Option C Principal with Two Lanes	100	50%	50%
Urban	Option D Principal with Four Lanes	100	50%	50%
Suburban	Option E Two Lane Divided Suburban	120	42%	58%
Urban	Option F Urban Parkway	120	42%	58%
Urban	Option G Four Lane Divided	120	42%	58%
Urban	Option H Boulevard	124	40%	60%
Urban	Option I Six Lane Divided	150	33%	67%
Rural	Rural Local (base for credit in rural area)	72	100%	0%
Rural	Option J Rural Parkway	140	51%	49%
Based on recommended standards: Pages T-20, T-79, T-80, T-81 and T-82, Manatee County Public Works Standards Manual dated November 2016.				

For all other types of infrastructure, the application for Impact Fee Credit must include the following information.

1. Capital cost requested for credit
2. Infrastructure quantity
3. Infrastructure units
4. Cost per infrastructure unit (item 1 divided by item 2)

Within thirty (30) calendar days of receiving an application for Impact Fee Credit, the Impact Fee Administrator will determine if it is complete. If the Application is found to be incomplete, the Administrator will notify the applicant with a detailed list of deficiencies in the application. In the event that the applicant does not submit the lacking information, or a request for an extension within thirty (30) calendar days, the application will be considered withdrawn.

Valuation of System Improvements

The value of any contribution, construction of improvements, or dedication of land, for which an impact fee credit is sought, must be calculated as of the earliest point in the development-approval process when the need for the System Improvement was identified. Documentation supporting the land valuation and actual cost of improvements must be provided with the application.

If a developer submits a real estate appraisal for land valuation, the developer must identify the date of valuation and name Manatee County as an “intended user” of the report. Manatee County may outsource a review of any land valuation with a professional real estate appraiser, who will work directly with the developer’s appraiser to recommend a reasonable land valuation for a particular site.

For transportation Rights-Of-Way (ROW), or any other land parcel for which impact fee credits are requested, Manatee County will provide an expedited approval of credits if land value is based on the most recent assessed valuation from the Manatee County Property Appraiser website, or derived from the land cost per acre documented by the most recent real estate sale for the site. All land valuation based on a real estate appraisal must be reviewed by Manatee County Property Management Department. For impact fee credits, the maximum land value should not significantly exceed the maximum cost factor assumed in the Impact Fee Study.

Impact Fee credits for System Improvement - Improvements other than land, shall be based on the actual cost of capital improvements accepted by the County, in accordance with credit or development agreements, and the Public Works Manual.

Credit Recommendation and Final Authorization

Within thirty (30) business days after an Application for Impact Fee Credit is deemed to be complete, it will be reviewed by the Impact Fee Administrator to determine whether it meets the standards outlined below, whether it should be accepted, and the amount of credit to be authorized. The Impact Fee Administrator may consult with other County staff and impact fee experts before rendering a decision to issue a Final Credit Authorization. No credit may be redeemed in satisfaction of the impact fee obligation

until credits are issued. Final Credit Authorization may not be issued until all land dedications and improvements have been completed and accepted by the County.

Standards for Evaluation of Credit

Unless a particular System Improvement was required as a condition of development approval or a credit is otherwise required by law, the Impact Fee Administrator shall decide whether to accept, accept with modifications, or reject a requested credit based on the extent to which granting the impact fee credit will result in a cost reduction to the County for the applicable category of County capital facilities. In addition, the Impact Fee Administrator will evaluate the impact of a requested credit on County infrastructure planning and capital improvements programming to ensure improvements eligible for credits occur concurrent with, not prior to, the need for additional infrastructure capacity.

Use of Credits

Authorized credits may be used to satisfy impact fee obligations for developments proposed within the same, or to the extent required by Florida Statute, “adjacent”, Benefit District, whether as part of the same property or a different property, regardless of property ownership. Developers or builders wishing to apply such offsets must submit the form “Request for Use of Impact Fee Credit” to the Impact Fee Administrator. If credits will be used by a person other than the person who received the credit, an Assignment of Impact Fee Credit must be signed by the assignor and assignee and the form notarized.

MISCELLANEOUS PROVISIONS

Impact Fee Refund

To initiate a request for a refund of impact fees, an applicant shall submit a Request for Impact Fee Refund form to the Impact Fee Administrator. The procedures and criteria for impact refunds are set out in the LDC. If a Successor-in-Interest to the original Feepayer claims a refund, written documentation must be submitted to verify that rights to a refund have been lawfully conveyed to the claimant.

Annual Review

To ensure ongoing consistency with the LDC, state law, and this Manual, the Impact Fee Administrator will annually review impact fee determinations with the Impact Fee Coordinator and Building Department staff. In coordination with County staff, at least once during each fiscal year, the Impact Fee Administrator will prepare and present an annual financial report to the Board of County Commissioners documenting impact fee collections and expenditures by type of infrastructure and Benefit District. The report will include end of fiscal year fund balances, showing cash available after deducting appropriations. Upon presentation of the annual fiscal report to the Board, the Impact Fee Administrator will display the reports on the County’s website. The annual financial report may include recommendations needed to ensure that the County’s impact fee program remains in compliance with the provisions of the LDC, the Florida Impact Fee

Act, F.S. § 163.31801, and applicable case law. Such recommendations may include, without limitation, revisions to the Land Development Code, changes to the Capital Improvements Program, changes to accounting procedures, changes to the administrative surcharge, amendments to this Manual and the possible need for an updated Impact Fee Study.

In addition, the director of the Financial Management Department, or designee, will conduct quarterly audits of impact fee determinations using a random sampling of building permits and development applications. The Florida Impact Fee Act requires any audits performed under F.S. § 218.39 and submitted to the Auditor General to include an affidavit signed by the County's Chief Financial Officer stating that the County has complied with the Florida Impact Fee Act.

Administrative Interpretation

The primary objective is to ensure that impact fees are assessed consistently over time and in a manner that is grounded in the Impact Fee Study assumptions and methodologies.

The intent of the Manual is to provide the criteria for making interpretations, as well as to provide for additional supporting documentation to the requirements of the LDC. The criteria shall *always be tied to a verified demand for capital facilities for which impact fees are assessed.*

In order to advance consistency in the County's administrative procedures over time, the Impact Fee Administrator will document any administrative interpretations of the LDC related to impact fees, along with the rationale for the decision. This will encourage consistent interpretations in the future, may inform the need for revisions to the impact fee program during the annual review, and may suggest the need for revisions during the next Impact Fee Study update.

Each entry should:

- a. Explain why an interpretation is needed (*i.e.* what is it about the proposed land use that creates a question under the language of the LDC);
- b. Identify any prior administrative interpretations that are relevant and provide guidance;
- c. Identify components of the current Impact Fee Study and methodology which bear on the administrative interpretation; and
- d. Describe why the interpretation is believed to most closely follow requirements of Florida case and statutory law.

Administrative interpretations should be guided by the findings and intent of the LDC and the methodology and rationale set out in the Impact Fee Study. An applicant may appeal a determination of the Impact Fee Administrator, as provided in § 1107 of the LDC, including administrative procedures related to impact fees. As needed, the Impact Fee Administrator should craft and propose amendments to the LDC to clarify impact fee policies and administrative procedures.

Appeal of Administrative Decision

A decision made by the Impact Fee Administrator on any matter governed by Chapter 11, LDC, may be appealed to the Board of County Commissioners. To initiate an appeal, the Feepayer shall submit an Application for Appeal and a Notice of Appeal (authorized by Chapter 11, LDC) with the Impact Fee Administrator within sixty (60) calendar days of the decision, according to the procedures set forth in section 1107, LDC.

FORMS RELATED TO THE ADMINISTRATION OF IMPACT FEES

The Administrative Procedures Manual contains the following supplemental forms used in the administration and implementation of impact fees. Fillable forms can also be downloaded at <https://www.mymanatee.org/impactfees>



APPLICATION FOR APPEAL OF ADMINISTRATIVE DECISION

Under the provisions of the Manatee County Land Development Code, a Feepayer may appeal any administrative decision of the County Impact Fee Administrator to the Board of County Commissioners as provided in section 1107, including but not limited to any of the following matters:

- Administrative Interpretation
- Independent Impact Analysis
- Impact Fee Refund
- Request for Impact Fee Credit

An appeal must be filed in writing to the County Impact Fee Administrator within sixty (60) days of the formal administrative decision.

APPELLANT INFORMATION:

Date Appeal Filed: _____ Date of Administrative Decision: _____

Type of Administrative Decision Being Appealed: _____

Appellant Name: _____

Address: _____

Telephone Number: _____

E-mail Address: _____

APPLICATIONS FOR APPEAL SHALL INCLUDE:

_____ Copy of the Administrative Decision

_____ Written notice stating in detail the grounds of the appeal

_____ Asserted basis for a reversal or modification

_____ Identify related sections of the Land Development Code

(Initial each line above, indicating acknowledgement of providing documents as part of application.)

APPELLANT SIGNATURE AND DATE:

Signature

Date

Printed Name

FOR STAFF USE

Request Received By _____

Date Received _____

Hearing Date _____



APPLICATION FOR IMPACT FEE CREDIT

FOR STAFF USE

Application Date: _____ Credit Authorization Number: _____

File Name: _____

Type of County Capital Facility:	<input type="checkbox"/> LAW ENFORCEMENT
	<input type="checkbox"/> LIBRARIES
	<input type="checkbox"/> PARKS
	<input type="checkbox"/> PUBLIC SAFETY
	<input type="checkbox"/> MULTIMODAL TRANSPORTATION
Type of improvement:	<input type="checkbox"/> LAND DEDICATION
	<input type="checkbox"/> CONSTRUCTION
	<input type="checkbox"/> OTHER (EXPLAIN BELOW)

APPLICANT INFORMATION:

I. OWNER OF PROPERTY

Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

II. DEVELOPER (IF DIFFERENT THAN OWNER)

Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

III. OTHER AGENT

Name:

Mailing Address:

Telephone Number:

E-mail Address:

IV. AUTHORIZED SIGNER

Print Name:

Signature:

DEVELOPMENT PROJECT/PROPERTY INFORMATION:

1. Manatee County Project Number: _____

2. Project Name: _____

3. Type of Development Project: _____

4. Address or Location of Property for Which Impact Fee Credit is Requested:

5. Parcel ID Number(s): _____

6. General Description of Property (e.g., existing and proposed uses, Benefit District):

7. Description of System Improvements to be constructed, paid for, or dedicated (if applicable):

MULTIMODAL TRANSPORTATION SYSTEM IMPROVEMENT INFORMATION:

1. Total Right-of-Way (ROW) land value _____
2. Square feet of ROW land dedicated (average ROW width x by centerline length)

3. Land value per square foot (item 1 divided by item 2) _____
4. Actual construction cost of transportation improvements _____
5. Number of travel lanes _____
6. Centerline miles _____
7. Lane miles (item 5 multiplied by item 6) _____
8. Total project cost (item 1 plus item 4) _____
9. Total project cost per lane mile (item 8 divided by item 7) _____
10. Percent system improvement (see Procedures Manual) _____
11. Requested credit (item 8 multiplied by item 10) _____

(Attach copies of project costs indicating materials and quantities, invoices with canceled checks, and other related project documentation.)

OTHER SYSTEM IMPROVEMENT INFORMATION:

1. Capital cost requested for credit _____
2. Infrastructure quantity _____
3. Infrastructure units _____
4. Cost per infrastructure unit (item 1 divided by item 2) _____

(Attach copies of project costs indicating materials and quantities, invoices with canceled checks, and other related project documentation.)

APPLICANT SIGNATURE AND DATE:

Signature

Date

Printed Name



ASSIGNMENT OF IMPACT FEE CREDITS

_____, (Credit Assignor) a _____ (LLC, Comp, Corp, etc), for good and valuable consideration received, does hereby assign and transfer to _____, (Credit Assignee) a _____ (LLC, Comp, Corp, etc.) Impact Fee Credits in the amount of _____ (write out dollar amount) (\$ _____) issued by Manatee County via Impact Fee Credit Authorization #CA-____-____ (____); and _____ (Credit Assignee) hereby accepts this assignment and transfer. All remaining Impact Fee Credits not transferred are reserved by _____ (Credit Assignor).

CREDIT ASSIGNOR

CREDIT ASSIGNEE

Signed By: _____

Signed By: _____

Name: _____

Name: _____

Title: _____

Title: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, the _____ (title) of _____ (CREDIT ASSIGNOR), on behalf of the _____ (LLC, Comp, Corp, Etc.). The person is personally known to me (____) or has produced _____ as identification.

NOTARY SEAL

Notary Public, State of _____
Print Name: _____
Commission No.: _____
My Commission Expires: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, the _____ (title) of _____ (CREDIT ASSIGNEE), on behalf of the _____ (LLC, Comp, Corp, Etc.). The person is personally known to me (____) or has produced _____ as identification.

NOTARY SEAL

Notary Public, State of _____
Print Name: _____
Commission No.: _____
My Commission Expires: _____



REQUEST FOR IMPACT FEE REFUND

Requests for refunds shall be in accordance with LDC 1105 and shall be accompanied by a receipt, cancelled check, or other evidence of fees paid. Approved refunds will be remitted to the payee of the impact fee payment, or to a successor-in-interest.

Date of Request: _____ Permit No: BLD- _____
 Permit Issuance Date: _____ Amount Requested: \$ _____
 Petitioner's Name: _____ Telephone Number: _____
 Fee Payer (Person/Contractor/Company): _____
 Successor-in-interest (if applicable): _____
 Address for Refund Check: _____

REASON FOR REFUND REQUEST:

APPLICANT SIGNATURE AND DATE:

 Signature Date

 Printed Name

FOR STAFF USE

Account Number: _____ Amount: _____
 Account Number: _____ Amount: _____
 Account Number: _____ Amount: _____
 Account Number: _____ Amount: _____
 Account Number: _____ Amount: _____
 Account Number: _____ Amount: _____

TOTAL REFUND: \$ _____

Permit Notes Updated: _____ Yes _____ No



REQUEST FOR INDEPENDENT IMPACT ANALYSIS

FOR STAFF USE

Application Date: _____ File Tracking Number: _____

File Name: _____

Date of Pre-Application Conference: _____

Staff Recommendation Due Date (30 days from complete Application): _____

Reason for Independent

PROPOSED USE NOT LISTED ON ADOPTED FEE SCHEDULE

Impact Fee Analysis:

IMPACT ANTICIPATED TO BE LESS THAN FEE SCHEDULE

APPLICANT INFORMATION:

Applicant Name: _____

Contact Name: _____

Mailing Address: _____

Telephone Number: _____

E-mail Address: _____

PROJECT INFORMATION:

Project Name: _____

Project Location: _____

Project Description: _____

Development Units (# of dwelling or lodging units or square feet of non-residential use): _____

Impact Fee based on Fee Schedule: _____

Permit # (If Applicable): _____

CONSULTANT INFORMATION:

Company Name: _____
Responsible Professional: _____
Registration/License Number: _____
State of Registration Number: _____

(Attach resume indicating relevant education and experience.)

PROPOSED INDEPENDENT IMPACT ANALYSIS:

Proposed Methodology
& Service Unit Impact: _____

(Attach detailed documentation describing type and scope of proposed analysis.)

APPLICANT SIGNATURE AND DATE:

Undersigned hereby requests an independent impact fee analysis and proposes that, by competent substantial evidence, an alternative impact fee amount more accurately reflects the demands for County Capital Facilities than the currently effective impact fee schedule, as supported by recent and local data, statistically valid surveys, and a review of relevant professional literature.

Signature

Printed Name

Date



REQUEST FOR USE OF IMPACT FEE CREDIT

Credit Authorization No.: CA-_____

Permit No.: BLD-_____

Company Requesting Use of Impact Credit: _____

Project Name: _____

Lot Number and Street Address: _____

Development Units (Square Feet, # Lodging Units, Etc.) _____

Pursuant to an Impact Fee Credit Authorization, please deduct \$ _____ from the _____ (Law Enforcement/Public Safety/Parks/Transportation/Library) impact fees due on the above building permit.

AUTHORIZED SIGNATURE AND DATE:

Signature

Date

Printed Name

Title

FOR STAFF USE

Credit Voucher #: _____ Benefit District: _____

Credit Given By: _____ Date: _____