

# ALACHUA COUNTY

## DEVELOPMENT IMPACT FEES ADMINISTRATIVE MANUAL

### Table of Contents

<b>I.</b>	<b>INTENT .....</b>	<b>3</b>
<b>II.</b>	<b>ADMINISTRATIVE ORGANIZATION &amp; RESPONSIBILITY.....</b>	<b>3</b>
	A. Impact Fee Administrator .....	3
	B. Other Departments .....	4
	C. County Attorney .....	4
<b>III.</b>	<b>IMPOSITION OF IMPACT FEES.....</b>	<b>4</b>
	A. Feepayer.....	4
	B. Payment Due .....	5
	C. Determination of Fee .....	7
	D. Expiration of Building Permits .....	8
	E. Affordable Housing Impact Fee Relief Program.....	8
	F. Payment from Schedule.....	10
	G. Residential Floor Area .....	13
	H. Non-Residential Square Footage.....	14
	I. Mixed Use Development.....	14
	J. Mixed Use Structures.....	14
	K. Shell Permit.....	14
	L. Change of Use .....	14
	M. Accessory or Auxiliary Uses.....	15
	N. Mobile Homes .....	15
	O. House Moves and Mobile Home Moves .....	15
	P. Recreational Vehicles (RV's) .....	16
	Q. Model Homes.....	16
	R. Replacement of Existing Buildings.....	16
	S. Facilities for Private Recreational Use .....	17
	T. Traditional Neighborhood Development Retail Center .....	17
	U. Miscellaneous Land Use Types.....	17
<b>IV.</b>	<b>INDIVIDUAL FEE DETERMINATION.....</b>	<b>17</b>
	A. Option of the Feepayer .....	17
	B. Notice of Intent by Feepayer.....	17
	C. Pre-Application Meeting.....	18
	D. Guidelines .....	18
	E. Sufficiency Determination .....	19
	F. Determination of Fee .....	20
	G. Effective Date.....	20

H.	Notification of Feepayer and Appeal .....	20
I.	Application for Permit.....	20
<b>V.</b>	<b>COLLECTION AND DISPOSITION OF IMPACT FEE .....</b>	<b>21</b>
A.	Park and Recreation Impact Fees.....	21
B.	Transportation Impact Fees.....	21
C.	Fire Impact Fees.....	21
<b>VI.</b>	<b>USE OF IMPACT FEE FUNDS.....</b>	<b>22</b>
A.	Park and Recreation Impact Fees.....	22
B.	Transportation Impact Fees.....	23
C.	Fire Impact Fees.....	24
<b>VII.</b>	<b>REFUNDS.....</b>	<b>25</b>
A.	Unexpended Within 6 Years.....	25
B.	Improper Fee Amount.....	25
<b>VIII.</b>	<b>EXEMPTIONS .....</b>	<b>25</b>
A.	Must Be Claimed by Feepayers.....	25
B.	Total Exemptions.....	26
C.	Exemptions Based on Error or Misrepresentation.....	27
D.	Exemptions for Vested Building Permit Applications.....	27
<b>IX.</b>	<b>CREDITS .....</b>	<b>28</b>
A.	General Conditions.....	28
B.	General Documentation and Procedures.....	30
C.	Credit for Private Recreation Facilities.....	34
<b>X.</b>	<b>APPEALS.....</b>	<b>36</b>
A.	Procedure.....	36
B.	Payment of Impact Fees Pending Appeal.....	37
<b>XI.</b>	<b>ENFORCEMENT .....</b>	<b>37</b>
A.	Misdemeanor.....	37
B.	Code Enforcement.....	37
<b>XII.</b>	<b>INDIVIDUAL FEE DETERMINATION GUIDELINES.....</b>	<b>37</b>
A.	Introduction.....	37
B.	Recoupment of Cost.....	38
C.	General Methodology.....	38
D.	Individual Fee Determination.....	38
E.	Cost/Revenues Studies.....	40
F.	Other Considerations.....	41
<b>XIII.</b>	<b>AMENDMENTS .....</b>	<b>41</b>
<b>XIV.</b>	<b>EFFECTIVE DATE .....</b>	<b>42</b>
<b>ATTACHMENTS .....</b>		
Attachment A,	Land Use Categories.....	43
Attachment B,	Impact Fee Calculation Form.....	46
Attachment C,	Impact Fee Credit Application .....	48
Attachment D,	Transportation Impact Fee Credit Application .....	50
Attachment E,	Parks & Recreation Impact Fee Credit Application.....	51
Attachment F,	Fire Impact Fee Credit Application.....	53
Attachment G,	Public Notice.....	54
Attachment H,	Transportation Impact Fee Districts Map.....	55
Attachment I,	Urban Cluster Area Map.....	56

## **I. INTENT**

The following guidelines and procedures shall guide staff in the administration of the Alachua County Park and Recreation Impact Fee Ordinance (hereinafter referred to as Park and Recreation Impact Fee Ordinance), the Alachua County Transportation Impact Fee Ordinance (hereinafter referred to as Transportation Impact Fee Ordinance) and the Alachua County Fire Impact Fee Ordinance (hereinafter Fire Impact Fee Ordinance). This Administrative Manual elaborates upon the administrative directions contained in the impact fee ordinances and is intended to be used in tandem with those ordinances in their implementation and administration.

Tables and forms are provided for use in determining the amount of the impact fees for each land development activity. Terminology used herein corresponds to the definitions of words or phrases in the Alachua County Park and Recreation Impact Fee Ordinance, the Transportation Impact Fee Ordinance and the Fire Impact Fee Ordinance.

## **II. ADMINISTRATIVE ORGANIZATION & RESPONSIBILITY**

### **A. Impact Fee Administrator**

The Impact Fee Administrator is hereby authorized to interpret and implement all provisions of this Administrative Manual and the appropriate ordinances of Alachua County and to carry out the general administration of all impact fees enacted by Alachua County. The Impact Fee Administrator shall have the responsibility to carry out the following:

- 1.** When no equivalent type of land use is present in either the fee schedule or in Attachment A, or is a previously determined miscellaneous land use, the Impact Fee Administrator shall establish a fee applicable to the most nearly equivalent type of land use on the fee schedule.
- 2.** When requested, the Impact Fee Administrator shall interpret the impact fee schedules as they may apply to a particular development using the procedures described in the appropriate impact fee ordinance and in this Administrative Manual.
- 3.** With respect to an individual fee determination, the Impact Fee Administrator shall:

- a) Conduct a pre-application meeting with the applicant and representatives of appropriate departments of the county,
- b) Review the individual fee determination study for sufficiency, methodology, technical accuracy and findings, and
- c) Establish the amount of the impact fee as a result of the independent study based on the procedures described in the Ordinance and in this Administrative Manual.

(1) The Impact Fee Administrator shall determine exemptions from or credits applied to a requirement to pay an impact fee.

(2) The Impact Fee Administrator shall determine the availability of and the amount of any refund of impact fees.

(3) The Impact Fee Administrator shall calculate additional impact fees due in the event of change of use, redevelopment, or modifications of an existing use.

## **B. Other Departments**

Other departments and offices of the Alachua County shall provide advice, information, or other such services and support upon the request of the Impact Fee Administrator.

## **C. County Attorney**

The Impact Fee Administrator shall refer all legal matters regarding the administration of this Administrative Manual and the relevant Impact Fee Ordinances to the County Attorney.

# **III. IMPOSITION OF IMPACT FEES**

## **A. Feepayer**

Any person who, after the implementation date of the appropriate impact fee ordinance, seeks to develop land by applying to Alachua County for any of the following shall be required to pay an impact fee in the manner and amount set forth in the relevant Ordinance and in this Administrative Manual:

The issuance or extension of any building permit which would generate vehicular trips and that would allow the construction or installation of a structure, expansion of a structure or the installation or placement of a mobile home or of a recreational vehicle.

Zoning approval or final development order approval, whichever occurs last, for developments which generate vehicular trips but do not require the issuance of a building permit.

Persons who either, filed a fully completed and sufficient application for a permit or received zoning approval or final development order approval, whichever occurs last, for developments not required to obtain a building permit, prior to 4:00 PM., on March 28, 2005, which has not expired, been revoked, or been voluntarily surrendered, shall not be subject to the parks and recreation, transportation and fire impact fees for that permit.

[See Chapters IV and IX of this Administrative Manual for a further discussion of exceptions and exemptions to the imposition of impact fees.]

## **B. Payment Due**

**1. General.** Impact fees shall be paid prior to the issuance of a certificate of occupancy for any activity requiring payment of an impact fee. For developments which do not require a building permit but will generate additional traffic, the impact fee shall be paid during zoning or final development order approval. All payment shall be made in the following manner:

- a)** Payment by cash, approved credit card, personal or business check, cashier's check, or money order payable to Alachua County Board of County Commissioners.
- b)** Payment by voucher or similar document that indicates Alachua County has or will pay all or part of the impact fees on behalf of the feepayer.
- c)** All payments are to be made at offices of the Alachua County Department of Growth Management, Building Division.

**2. Invalid Payment.** In the event the payment of impact fees subsequently proves to be invalid due to insufficient funds, improper execution, or for any other reason, then the following actions shall be taken:

- a) The Impact Fee Administrator shall, within 30 days of detection of such a deficiency, notify the feepayer, the contractor, and the property owner by certified mail that an impact fee amount is due by valid payment immediately upon receipt of said notice;
- b) The amount due shall be the amount of the impact fees plus the amount charged by the bank for the dishonored payment plus a service charge as established by Alachua County.

**3. Performance Bonds, Letters of Credit, etc.** In the event the feepayer has received approval from the Impact Fee Administrator for credits for construction (see Chapter IX) and the credits are provided before completion of the improvements that are entitled to credits, the following requirements shall be met:

a) The feepayer shall submit to the Impact Fee Administrator on appropriate forms a surety performance bond or an automatically renewable, irrevocable letter of credit for an amount equal to 110% of the full amount of the impact fees otherwise due. The performance bond or letter of credit shall be payable to Alachua County and in a proper form acceptable to the County Attorney. The Public Works Department shall have the authority to execute any agreements that require execution by a County Official.

(1) The performance bond shall be issued by a company registered in and licensed to do business in the State of Florida, for the purpose of securing faithful performance of the construction and to indemnify the County for any damages associated with failure to satisfactorily perform construction in lieu of impact fees; and shall be effective for a one (1) year after completion of the construction;

(2) The bond shall be reviewed and approved by the County Attorney prior to acceptance of the bond by the Impact Fee Administrator; and execution by the Public Works Department.

(3) A Bond or Letter of Credit, pursuant to paragraph a. above, shall be automatically renewable unless notice of intent to cancel or not to renew is given to the Impact Fee Administrator not later than 90 days prior to the renewal

date. In the event of a notice to cancel or of intent not to renew, the Impact Fee Administrator shall be entitled to declare a default and collect the full amount of the Bond. In the event the County has assigned its rights in such security to some other entity, then that entity shall be responsible for this action.

## C. Determination of Fee

**1. General.** The amount of the impact fee shall be determined by the Impact Fee Administrator at the time of application for a building permit. For developments which do not require a building permit but will generate additional traffic shall be assessed during zoning or final development order review. All applicants for final development plan approval are encouraged to contact the Impact Fee Administrator to obtain an initial assessment of applicable fees. The Impact Fee Administrator shall receive assistance from other departments when necessary and appropriate. The Impact Fee Administrator shall determine the amount of the fees due, whether the method of determination is based on the fee schedule contained in the appropriate impact fee ordinance or by independent fee determination study. The calculation of exemptions, refunds, and credits, and the determination of the net impact fees due shall also be the responsibility of the Impact Fee Administrator with the assistance of appropriate Alachua County Departments. Upon determination of appropriate fees, the applicant shall execute a fee acknowledgement. The applicant shall not be deprived of their rights and obligations; however, the obligation to pay an impact fee shall not be terminated, modified, or affected, by operation of a municipal annexation of any portion of the Property effective subsequent to application for any permit as specified in Section IIIA. of this Manual.

**2. Credits.** In lieu of monetary payment, up to 100% of impact fees due may be paid by the use of credits (see Chapter IX-Credits). However, park and recreation credits may be used only for the payment of park and recreation impact fees, transportation credits may be used only for the payment of transportation impact fees and fire credits may only be used for the payment of fire impact fees. A credit or exemption must be requested by the feepayer. Any exemption or credit not so requested at the time of application for a Building Permit shall be deemed waived by the feepayer. See Chapter VIII-Refunds and Chapter IX – Credits

## **D. Expiration of Building Permits**

1. If a permit expires, is revoked, or is voluntarily surrendered and is, therefore voided, the impact fees established by the Impact Fee Administrator shall also be voided.
2. If an impact fee determination has been voided, the feepayer will have a new determination when he/she reapplies for a building permit.

## **E. Affordable Housing Impact Fee Relief Program**

1. Application for Relief: Applicants seeking relief pursuant to the terms of this program, as set forth below, shall apply to the Alachua County Housing Program on forms prescribed by the County.
2. Fees Subject to Relief: Applications approved pursuant to the terms of this program, shall be entitled to relief from impact fee assessments imposed by Alachua County.
3. Program Guidelines:
  - a) Applicants eligible for relief: Homebuyers assisted must have gross annual incomes less than 100% of Area Median Income, adjusted for family size, as established annually by the United States Department of Housing and Urban Development and distributed by the Florida Housing Finance Corporation. The most recent federal income tax return will be used to verify household income and family size. If no tax return is available, eligibility will be based on verification of current income and family size of the household intending to reside in the unit.
  - b) Housing eligible for relief: The following single-family detached and attached units intended for single family occupancy will be eligible for assistance: site-built units designed to meet the standards of F.S. 553, manufactured homes, as defined in Florida Statutes 320.01(8) (2) (b), and manufactured buildings as defined by Florida Statute 553.36(12), bearing the insignia of approval by the Department of Community Affairs. All units must be eligible for homestead exemption or receive a hardship variance from Alachua County that permits more than one dwelling unit on a lot.
  - c) Maximum Sales Price: The maximum purchase price of a single-family dwelling unit which may otherwise qualify for impact fee relief shall not exceed the maximum allowable purchase price as established by the Alachua County State Housing Initiatives Partnership Program Local Housing Assistance Plan.



**d)** Amount of Assistance Available: 100% of impact fees due on eligible units shall be made available through general revenue funds on a first come first served basis until funding is exhausted.

**e)** Financing: Funding for payment of impact fees will be made available to income eligible homebuyers as a 0% interest, soft second, deferred mortgage with a five year term. At the end of each anniversary, 20% of the mortgage will be forgiven. The balance of the second mortgage shall be due on sale or refinance if homes are sold or refinanced within the five year term. After the five year term, the mortgage shall expire of its own accord.

**f)** Program Procedures

**(1)** Applicants seeking impact fee relief shall apply to the Alachua County Housing Program on forms prescribed by the County.

**(2)** Applications shall be submitted Alachua County Housing Program office for review and approval.

**(3)** The Impact Fee Administrator shall determine the impact fees to be paid. The Alachua County Housing Program shall provide the Impact Fee Administrator with a copy of the approval letter for all approved applications.

**(4)** If eligible, the homebuyer shall receive an impact fee voucher, indicating an amount to be made available to the homebuyer at closing. This voucher will be subject to receipt of a final closing cost settlement statement, indicating a buyer credit in the amount of the impact fee.

**(5)** A check, promissory note, and soft second mortgage will be prepared by Alachua County Department of Growth Management and submitted to the closing agent. Impact fee documents will be executed at closing and recorded by the closing agent.

**(6)** The builder will normally submit payment for impact fees and the buyer will be compensated at closing. In cases where a loan closing has already taken place, or where there is no loan, the buyer will submit the Impact Fee Relief voucher to the Department of Growth Management/Building Division.

(7) The Impact Fee Relief voucher will authorize the Department of Growth Management/Building Division to execute an intra-departmental fund transfer from general revenue to the respective impact fee fund accounts.

**F. Payment from Schedule**

At the option of the feepayer, the amount of the fees can be determined from the schedule of fees listed below, utilizing Attachment B, Impact Fee Calculation Form:

**SCHEDULE OF PARK AND RECREATION IMPACT FEES**

LAND USE TYPE	IMPACT FEE
RESIDENTIAL STRUCTURES	
ALL TYPES . . . . .	\$0.126 per square foot of floor area.
For purposes of calculating residential impact fees, the floor area per residential unit shall be capped at 2,600 square feet.	
NON-RESIDENTIAL STRUCTURES	
ALL TYPES . . . . .	\$.000 per square foot of floor area.

**SCHEDULE OF FIRE IMPACT FEES**

LAND USE TYPE	IMPACT FEE
RESIDENTIAL STRUCTURES	
ALL TYPES . . . . .	\$0.076 per square foot of floor area.
For purposes of calculating residential impact fees, the floor area per residential unit shall be capped at 2,600 square feet.	
NON-RESIDENTIAL STRUCTURES	
ALL TYPES . . . . .	\$0.076 per square foot of floor area.

**SCHEDULE OF TRANSPORTATION IMPACT FEES**

**The following impact fee rates shall be in effect between March 28<sup>th</sup>, 2005 and February 29<sup>th</sup>, 2008:**

Residential	\$1,052	per 1,000 FT <sup>2</sup>
Hotel/Motel . . . . .	\$1,292.00	per room
Movie Theatre . . . . .	\$335.00	per seat
Church/Synagogue . . . . .	\$918.00	per 1,000 FT <sup>2</sup>
Day Care Center . . . . .	\$2,785.00	per 1,000 FT <sup>2</sup>

Offices	.....	\$1,821.00	per 1,000 FT <sup>2</sup>
Hospitals	.....	\$1,681.00	per 1,000 FT <sup>2</sup>
Nursing Home	.....	\$882.00	per 1,000 FT <sup>2</sup>
Industrial Buildings	.....	\$1,072.00	per 1,000 FT <sup>2</sup>
Commercial Retail	.....	\$3,814.00	per 1,000 FT <sup>2</sup>

**SCHEDULE OF TRANSPORTATION IMPACT FEES**

**The following impact fee rates go into effect on or after March 1st, 2008:**

LAND USE TYPE	IMPACT FEE
<b>RESIDENTIAL STRUCTURES – Within Urban Cluster Area</b>	
ALL TYPES - NEW	..... \$1.399 per square foot of floor area.
ALL TYPES – TND.	..... \$1.220 per square foot of floor area.
<i>TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)</i>	
ALL TYPES – EXPANSION	.. \$1.059 per square foot of floor area.

For purposes of calculating residential impact fees, the floor area per residential unit shall be capped at 2,600 square feet.

LAND USE TYPE	IMPACT FEE
<b>RESIDENTIAL STRUCTURES – Outside Urban Cluster Area (Rural Residential)</b>	
ALL TYPES - NEW	..... \$1.608 per square foot of floor area.
ALL TYPES – EXPANSION	..... \$1,156 per square foot of floor area.

For purposes of calculating residential impact fees, the floor area per residential unit shall be capped at 2,600 square feet.

**NON-RESIDENTIAL STRUCTURES**

<b>RECREATION</b>	
Park per Acre	\$529
Golf course per Acre	\$5,100
Racquet / Tennis Club per Court	\$5,037
Health / Fitness Club per 1,000 FT <sup>2</sup>	\$4,288
Recreation / Community Center per 1,000 FT <sup>2</sup>	\$2,984
<b>INSTITUTIONAL PER 1,000 FT<sup>2</sup></b>	
Private School (K-12)	\$1,988
Place of Worship	\$1,328
Day Care Center	\$2,891
Library	\$2,558

<b>OFFICE PER 1,000 FT<sup>2</sup></b>	
Business & Professional Offices less than 50,000 FT <sup>2</sup>	\$2,289
Business & Professional Service 50,000 FT <sup>2</sup> or greater	\$2,655
<b>MEDICAL BUILDINGS PER 1,000 FT<sup>2</sup></b>	
Medical / Dental Offices	\$2,800
Hospitals	\$2,599
Nursing Home	\$1,010
<b>INDUSTRIAL PER 1,000 FT<sup>2</sup></b>	
Industrial / Manufacturing / Warehousing	\$1,679
Mini-Warehouse / Self Storage	\$746
<b>COMMERCIAL PER 1,000 FT<sup>2</sup></b>	
Traditional Neighborhood (TND) Retail Center less than 100,000 FT <sup>2</sup>	\$3,891
Traditional Neighborhood (TND) Retail Center 100,000 FT <sup>2</sup> or greater	\$4,578
Neighborhood Mixed-Use Center – Less than 100,000 FT <sup>2</sup>	\$4,346
Community Mixed-Use Center - 100,000 – 200,000 FT <sup>2</sup>	\$5,568
Regional Mixed-Use Center – Greater than 200,000 FT <sup>2</sup>	\$7,495
Large Scale Discount Retail Store	\$9,949
Large Scale Retail Superstore	\$11,125
Large Scale Wholesale Membership Club	\$8,056
Drive-in Bank	\$5,761
Restaurant with Drive-Thru	\$8,397
Pharmacy / Drugstore	\$5,836
Car Sales	\$6,032
Auto Parts Store	\$5,844
Tire & Auto Repair	\$3,405
<b>NON-RESIDENTIAL</b>	
Hotel / Motel per Room	\$1,906
Movie Theatre per Screen	\$5,216
Convenience Market with Gas per Pump	\$9,921
Gas Station per Pump	\$4,819
Quick Lube Vehicle Per Bay	\$3,899
Self-Service Car Wash per Stall	\$3,989

As a matter of policy a broad range of uses have been categorized as being commercial, office, or industrial. The Impact Fee Administrative Manual shall specify the types of land use that shall be included under the broad categories of commercial, office, and industrial land uses. The land uses identified under the commercial, office, or industrial land use categories shall utilize the impact fee schedule for the land use category.

If the type of development activity is not specified in the fee schedules the Impact Fee Administrator shall apply the fee of the most nearly comparable type of land use on the fee schedules as described in the next paragraph.

The Impact Fee Administrator shall be guided in the selection of a comparable land use type by

1. the Alachua County Comprehensive Plan and the land development regulations of Alachua County, including but not limited to the zoning ordinance and subdivision regulations;
2. Trip Generation, a manual published by the Institute of Transportation Engineering (ITE) and other appropriate publications of that institute; and
3. Materials and data provided by the State of Florida and the United States Departments of Transportation.

If a feepayer shall opt not to have the impact fee determined according to the fee schedule or determined administratively, or if the Impact Fee Administrator determines that there is not a comparable use in the fee schedule, the feepayer shall prepare and submit an individual fee determination study in accordance with the appropriate impact fee ordinances (see Chapter IV).

In the event that the sub-classification of a particular use of land into the classification established by the Ordinance is unclear, the North American Industry Classification System, United States, latest edition, shall be used as the final authority.

## **G. Residential Floor Area**

The amount of the impact fee for residential structures shall be based on the floor area of the building or structure provided with heating or air conditioning or designed to be provided with heating or air conditioning.

## **H. Non-Residential Square Footage**

The amount of the impact fee for non-residential structures shall be based on all areas utilized to carry out a primary function of the non-residential use that are under roof or canopy and areas designed for storage, sales, seating, and occupancy. The area of non-residential buildings under roof or canopy utilized for drop-off, loading or unloading, entranceways, pedestrian circulation and access, or for employee break areas shall be excluded from the calculation of the non-residential square footage. .

## **I. Mixed Use Development**

If a development includes both residential and non-residential uses, the impact fees are to be assessed for each use based on the fee schedule and the results added together.

## **J. Mixed Use Structures**

If a structure includes both residential and non-residential uses, the impact fees are to be assessed for each use individually based on the relevant fee schedule and the results added together.

## **K. Shell Permit**

Builders will often apply for a building permit to construct the "shell" of a building. Additional building permits are required to complete the interior of the shell. The "shell" building is not assessed an impact fee, since the "shell" building itself does not generate vehicular traffic. The impact fee shall be determined at the time a building permit is applied for the interior completion of the shell and payable prior to issuance of a certificate of occupancy for the interior completion. The impact fee shall be based on the proposed use that is applying for the interior completion permit. Any portion of a shell building which is to be internally completed concurrent with the construction of the shell building shall be required to pay an impact fee.

## **L. Change of Use**

In the case of a change of use, redevelopment, or modification of an existing use which requires the issuance of a building permit, the impact fee shall be based upon the net increase in the impact fees for the new

use as compared to the previous use. The amount of the impact fees that will be due as a result of the change in land use shall be determined at the time the feepayer applies for a building permit. The impact fees shall be paid prior to the issuance of a Certificate of Occupancy or prior to the issuance of a building permit if there is no requirement for a Certificate of occupancy.

Previous land use shall be the lawful land use physically existing on the effective date of the Ordinance or the current lawful land use. The feepayer shall furnish all documentation required by the Impact Fee Administrator to determine the previous use.

Should the change of use, redevelopment, or modification result in a net decrease in the impact, no refunds or credits for impact fees previously paid shall be made.

If the change of land use does not require the issuance of a building permit, zoning or development order approval, then there shall be no requirement to pay an impact fee.

#### **M. Accessory or Auxiliary Uses**

Generally, no fee shall be assessed for accessory or auxiliary structures or land uses, such as a clubhouse or tennis court in an apartment complex. The structures or land uses should not generate additional traffic other than the traffic attracted to the primary use of land. An impact fee shall be required, if it is determined by the Impact Fee Administrator that the land use or structure serves as an individual attraction. However, structures that meet the definition of a "dwelling" in the Alachua County Building Code are not exempted as accessory or auxiliary uses.

#### **N. Mobile Homes**

For a mobile home, the feepayer shall pay the transportation impact fee required by the impact fee ordinance to Alachua County prior to the issuance of a building permit. For the replacement of a mobile home, the applicant shall be credited for the square footage of the existing mobile home or for a mobile home that previously existed legally on the lot.

#### **O. House Moves and Mobile Home Moves**

Impact fees shall be assessed for structures or mobile homes moved

from one location to another unless the structure or unit being moved is a replacement of an equivalent use at the new location (for further discussion of equivalent uses see Chapter IX-Exemptions). If the structure or mobile home so moved is replaced by an equivalent use at the old location, no impact fee shall be due for the replacement use. In every case, the burden of proving past payment of impact fees, exemption, or equivalency of use rests with the fee payer.

## **P. Recreational Vehicles (RV's)**

Reference to "recreational vehicles" refers to the recreational vehicle site which has been permitted by an applicable development approval. The development of an RV site, not the issuance of a permit, is the relevant regulatory issue for this Administrative Manual and the administration of the impact fee. Recreational vehicle development approval should contain a condition of approval providing for payment of the impact fee. The impact fee shall be paid according to this condition of approval and the following provisions:

1. No impact fees shall be assessed for "move in" of a recreational vehicle in an RV park developed prior to the effective date of the Ordinance or that has paid an impact fee.
2. RV's located outside of RV parks shall be treated as mobile homes. RV owners, who apply for a permit, etcetera, shall pay the impact fees at the same rate as a mobile home and are entitled to the same exemptions as mobile home owners.

## **Q. Model Homes**

Model homes on residentially zoned land shall be charged residential impact fees. Model homes on non-residentially zoned land shall be charged non-residential impact fees.

## **R. Replacement of Existing Buildings**

See Chapter VIII-Exemptions



## **S. Facilities for Private Recreational Use**

Credit for certain private recreation facilities may be provided in accordance with Section IX.C. of this Administrative Manual.

## **T. Traditional Neighborhood Development Retail Centers**

Traditional Neighborhood Development (TND) Retail Centers provide for a mixture of retail, office, and residential uses. One of the requirements to qualify as a TND retail center is to have a 4:1 ratio of residential FT<sup>2</sup> to retail / office FT<sup>2</sup>. The 4:1 ratio shall be determined by multiplying the FT<sup>2</sup> of each residential unit type by the total number of units for each type of residential use. This number is then divided by the total square footage of the retail and office uses. The following are the residential per unit FT<sup>2</sup> equivalents: (1) single-family detached = 2,000 FT<sup>2</sup>; (2) single-family attached = 1,500 FT<sup>2</sup>; (3) multi-family = 1,200 FT<sup>2</sup>. For example, a development with 30,000 FT<sup>2</sup> of retail space would require 120,000 FT<sup>2</sup> (60 single-family detached \* 2,000 FT<sup>2</sup> per unit) to qualify for the TND mixed retail center designation.

## **U. Miscellaneous Land Use Types**

The Impact Fee Administrator shall maintain a list of the fees determined administratively for miscellaneous land use types.

# **IV. INDIVIDUAL FEE DETERMINATION**

## **A. Option of the Feepayer**

If a feepayer shall opt not to have impact fees determined according to the fee schedule in Chapter III then the feepayer shall prepare and submit an individual fee determination in accordance with this Administrative Manual and the appropriate impact fee ordinance prior to the approval of the final development order.

The utilization of this option by the feepayer shall not exempt him/her from paying the impact fee prior to the issuance of a Certificate of Occupancy.

## **B. Notice of Intent by Feepayer**

The feepayer shall inform the Impact Fee Administrator of his/her intent to utilize an individual fee determination. The Impact Fee Administrator shall then schedule a pre-application meeting with the applicant.

### **C. Pre-Application Meeting**

Before beginning the individual fee determination study, the feepayer or his/her representative shall be given the opportunity to attend a pre-application meeting with the Impact Fee Administrator. The purpose of the pre-application meeting is to discuss the procedures of the individual fee determination study, the methodology to be employed, and the standards to be met.

Results, conclusions, and agreements reached at the pre-application meeting regarding methodology, required forms or documentation, or procedures, which may not constitute a waiver of ordinance provisions, shall be placed in writing by the Impact Fee Administrator within 15 days. A copy of this memorandum shall be sent to the applicant. The agreements set out in the letter will expire in 30 days unless the applicant acknowledges receipt and acceptance of the agreements in writing, to the Impact Fee Administrator, within those 30 days.

The applicant may waive the pre-application meeting. Any applicant who waives this pre-application meeting has waived his/her right to administratively raise methodological or procedural issues at a subsequent time.

### **D. Guidelines**

1. The purpose of the individual determination study is to measure the impact of the development in question on the park and recreation system, the transportation system, or the fire protective system of Alachua County.
2. An individual determination study must address the expected impact of the development over the projected life of the structures within the development. Any claim that the use or occupancy of the structures within the development will be different from normal use or occupancy must be supported by deed restrictions, restrictive covenants or other appropriate documentation that will support the claim.
3. The individual fee determination study shall follow the methodologies and formats which are agreed upon during the pre-application meeting and be in accord with any documentation or methodology required by this Administrative Manual and the appropriate impact fee ordinance. These standards and requirements are discussed in this Chapter and in Chapter XIII-Individual Fee Calculation Guidelines.

4. The individual fee determination study shall be prepared and presented by professionals qualified in their respective fields. The methodology shall be consistent with best professional practice and support the central claim of the study. The study shall provide all necessary supporting documentation and information. Failure to adhere to best professional standards is a basis for rejection of the study. The applicant's submission must certify that the study complies with best professional practices and this attestation shall be sealed where and when applicable.
5. The applicant shall submit the study to the Impact Fee Administrator. This submission shall begin the 30 day clock referred to below
6. The applicant shall provide the Impact Fee Administrator with the name, address and telephone number of the property owner, the contractor, the applicant, and any agents of the applicant or owner.

## **E. Sufficiency Determination**

1. The Impact Fee Administrator will review the individual fee determination study for sufficiency, methodology, technical accuracy and findings. The Impact Fee Administrator shall have 30 days to review the study and to inform the applicant, in writing, of any deficiencies or defects in the study, or to find the study complete and competent. The notice of sufficiency or lack thereof shall be mailed to the applicant. In the event that this notice is not given within 30 days, the study shall be considered complete and competent.
2. Upon receipt of notice of deficiencies or defects in the study, the applicant may modify or supplement the study and resubmit a modified study. The Impact Fee Administrator will consider the individual fee determination study to be inactive if the Impact Fee Administrator does not receive a response from the applicant within 30 days of receipt of the above notice.
3. Upon receipt of a response or re-submittal of the study, the Impact Fee Administrator shall have 30 days to review the re-submittal or response and notify the applicant of any defects or deficiencies in the submission. If the Impact Fee Administrator finds deficiencies or defects in a resubmitted study, notice of such deficiencies or defects shall be provided as in 2 above.

## **F. Determination of Fee**

The determination of the amount of the applicable impact fee shall be made by the Impact Fee Administrator based on his/her review of a competent and sufficient independent determination study prior to the approval of the final development order.

## **G. Effective Date**

The effective date for impact fees assessed by an individual fee determined shall be the date at which the individual fee determination study is found to be sufficient, or 30 days after submission if there is no finding with respect to sufficiency.

Any impact fees paid after the effective date that are in excess of the amount determined by the Impact Fee Administrator shall be refunded as an overpayment as established in Section VII, C. 1).

## **H. Notification of Feepayer and Appeal**

Within 30 days of the determination that the study is deemed competent and complete, the Impact Fee Administrator shall notify the feepayer in writing of the acceptance, conditional acceptance, or rejection of the request. If the feepayer disagrees with the findings of the Impact Fee Administrator, the feepayer may appeal the decision (see Chapter X).

## **I. Application for Permit**

It shall be the responsibility of the feepayer, at the time of application for a building permit or zoning or development order approval for uses that do not require building permits, to present the individually determined fee as approved by the Impact Fee Administrator so that the appropriate impact fee can be assessed.

A feepayer will have the option to submit an application for a building permit prior to final notification and acceptance of the individual fee determination provided that the application is accompanied by an agreement signed by the feepayer that acknowledge that the individual fee determination is pending and that the feepayer acknowledge that a certificate of occupancy will not be issued until all applicable impact fees are paid.

## **V. COLLECTION AND DISPOSITION OF IMPACT FEE**

### **A. Park and Recreation Impact Fees.**

- 1. District.** There is a single Park and Recreation Development Impact Fee District Area, which is the entirety of the unincorporated area of Alachua County.
- 2. Deposit of impact fees into trust funds.** All park and recreation impact fees collected shall be promptly transferred for deposit in the Park and Recreation Development Impact Fee Trust Fund to be held in a separate account until expended or encumbered in accord with this Administrative Manual and the Park and Recreation Development Impact Fee Ordinance.

### **B. Transportation Impact Fees.**

- 1. Districts.** There are three (3) Transportation Impact Fee Districts:
  - a)** District 1 is that area of Alachua County lying north of SR 26 and west of SR 121.
  - b)** District 2 is that area of Alachua County lying south of SR 26 and west of SR121.
  - c)** District 3 is that area of Alachua County lying east of SR-121
- 2. Deposit of impact fees into trust funds.** All transportation impact fees collected shall be properly identified and promptly transferred for deposit in the appropriate Transportation Impact Fee Trust Fund to be held in separate accounts until expended or encumbered in accord with this code and the Transportation Impact Fee Ordinance.

### **C. Fire Impact Fees.**

- 1. District.** There is a single Fire Impact Fee District, which is the entirety of the unincorporated area of Alachua County.
- 2. Deposit of impact fees into a trust fund.** All fire impact fees collected shall be properly identified and promptly transferred for deposit in the Fire Impact Fee Trust Fund to be held in a separate account until

expended or encumbered in accord with this Administrative Manual and the Fire Impact Fee Ordinance.

## **VI. USE OF IMPACT FEE FUNDS**

### **A. Park and Recreation Impact Fees.**

- 1.** Funds collected from park and recreation development impact fees shall be used solely for the purpose of acquiring and/or making capital improvements to park and recreation areas under the jurisdiction of Alachua County or the State of Florida, and shall not be used for maintenance or operations.
- 2.** In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which park and recreation development impact fees may be expended, park and recreation development impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in sub-paragraph 1 and 2 above.
- 3.** At least once each fiscal period the Impact Fee Administrator shall present to the Board of County Commissioners an annual report of impact fees collected, credits provided, the total account balance for the Park Impact Fee Trust Fund, and projects under construction or completed.
- 4.** The annual Capital Improvements Program shall clearly identify the amount of Park Impact Fees used for a project. Monies, including any accrued interest, not assigned to a project in any fiscal period shall be retained in the Park Impact Fee Trust Fund until the next fiscal period except as provided by the refund provisions of this ordinance.
- 5.** Projects funded with Park Impact Fees shall be consistent with the Capital Improvements Element of the Comprehensive Plan. If a project is not in the Capital Improvements Element, then it shall be added during the next update of the Comprehensive Plan.
- 6.** Projects funded with Park Impact Fees shall be consistent with the Parks Master Plan and the Alachua County Comprehensive Plan. If a project is not in the Parks Master Plan or the Alachua County Comprehensive Plan, then it shall be added during the next update of the Plan

7. Funds may be used to provide refunds.
8. Funds shall be considered expended on a first in, first out basis

## **B. Transportation Impact Fees.**

1. Funds collected from transportation impact fees shall be used solely for the purpose of acquiring and/or making capital improvements to transportation facilities under the jurisdiction of Alachua County or the State of Florida, and shall not be used for maintenance or operations.
2. Funds shall be used exclusively for acquisitions, expansions, or capital improvements within the Transportation Impact Fee District from which the funds were collected.
3. In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which transportation impact fees may be expended, transportation impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in sub-paragraphs 1 and 2 above.
4. At least once each fiscal period the Impact Fee Administrator shall present to the Board of County Commissioners an annual report of impact fees collected, credits provided, the total account balance for each Transportation Impact Fee Trust Fund, and projects under construction or completed.
5. The annual Capital Improvements Program shall clearly identify the amount of Transportation Impact Fees used for a project. Monies, including any accrued interest, not assigned to a project in any fiscal period shall be retained in the same Transportation Impact Fee Trust Funds until the next fiscal period except as provided by the refund provisions of this ordinance.
6. Projects funded with Transportation Impact Fees shall be consistent with the Capital Improvements Element of the Comprehensive Plan. If a project is not in the Capital Improvements Element, then it shall be added during the next update of the Comprehensive Plan.
7. Funds may be used to provide refunds.
8. Funds shall be considered expended on a first in, first out basis

**C. Fire Impact Fees.**

1. Funds collected from fire impact fees shall be used solely for the purpose of acquiring and/or making capital improvements to fire protection and suppression facilities and equipment under the jurisdiction of Alachua County or the State of Florida, and shall not be used for maintenance or operations.
2. In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which fire development impact fees may be expended, fire impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in sub-paragraph 1 above.
3. At least once each fiscal period the Impact Fee Administrator shall present to the Board of County Commissioners an annual report of impact fees collected, credits provided, the total account balance for the Park Impact Fee Trust Fund, and projects under construction or completed.
4. The annual Capital Improvements Program shall clearly identify the amount of Transportation Impact Fees used for a project. Monies, including any accrued interest, not assigned to a project in any fiscal period shall be retained in the Fire Protection Impact Fee Trust Fund until the next fiscal period except as provided by the refund provisions of this ordinance
5. Funds may be used to provide refunds.
6. Funds shall be considered expended on a first in, first out basis
7. Projects funded with Fire Impact Fees shall be consistent with the Capital Improvements Element of the Comprehensive Plan. If a project is not in the Capital Improvements Element, then it shall be added during the next update of the Comprehensive Plan.
8. Projects funded with Fire Impact Fees shall be consistent with the adopted Fire / Emergency Medical Services Master Plan and the Alachua County Comprehensive Plan. If a project is not in the Fire / Emergency Medical Services Master Plan or the Alachua County Comprehensive Plan, then it shall be added during the next update of the Plan.



## **VII. REFUNDS**

### **A. Unexpended Within 6 Years.**

Any funds within impact fee trust funds not expended or encumbered by the end of the calendar quarter immediately following 6 years from the date the relevant impact fee was paid shall be considered refundable upon application of the feepayer or his/her successor in interest. Contracts or agreements obligating Alachua County impact fees shall be considered to be encumbrances.

1. Before issuance of a refund can be authorized pursuant to this section, the feepayer or his/her successor in interest shall submit a written request for refund to the Impact Fee Administrator. This request must be submitted within 180 days of the time such refund becomes payable under this section. All rights to a refund shall be deemed waived if requests are not timely received.

2. In applying for the refund, it shall be the applicant's responsibility to furnish, as required by the Impact Fee Administrator, all materials and information necessary to validate proof of payment by the feepayer or his/her predecessor in interest, the date and amount paid, and the permit issued as a result of that payment. The Impact Fee Administrator shall verify whether the impact fee is refundable and if so, process the applicant's request.

3. Any impact fee to be refunded under this section shall be returned to the applicant with interest at the rate of three percent (3%) per annum on the unused or excess balance.

### **B. Improper Fee Amount**

A refund, without interest, will be made if it is determined by the Impact Fee Administrator that an overpayment of impact fees has occurred.

## **VIII. EXEMPTIONS**

### **A. Must Be Claimed by Feepayers**

An exemption must be claimed by the feepayer at the time of application for a building permit. Any exemption not so claimed shall be deemed waived by the feepayer.

## **B. Total Exemptions**

1. The following shall be exempted from payment of all Impact Fees:

**a)** Alterations or expansion of an existing residential building where no additional residential rooms are created. The addition or expansion of a bathroom, kitchen, laundry or storage room, where no additional residential rooms are created shall be exempt.

**b)** Alterations or expansion of an existing non-residential building where the use is not changed and where no additional vehicular trips will be produced.

**c)** The area of non-residential buildings under roof or canopy utilized for drop-off, loading or unloading, entranceways, pedestrian circulation and access, or for employee break areas.

**d)** The construction of a new building or structure which will not produce additional vehicular trips.

**e)** The construction of accessory or auxiliary buildings or structures which will not be occupied by residents, employees or customers will be exempt from the requirement to pay park and recreation and fire impact fees and will be exempt from transportation impact fees provided such accessory or auxiliary building will not produce additional vehicular trips over and above that produced by or attracted to the principal building or use of land.

**f)** The replacement of a lawfully permitted building, mobile home, recreational vehicle, trailer or structure with a new unit, building or structure of the same type, use and size. If the existing unit, building, or structure is torn down, destroyed by fire or other natural disaster, or otherwise eliminated or moved off the site, or if the original structure is converted to a utility building, garage, or other non-residential or non-commercial use the replacement structure will be exempt from the payment of impact fees. The permit applicant shall document such replacement.

**g)** A permit which does not result in any additional impact within Alachua County will be exempt from the requirement to pay park and recreation or transportation impact fees.

2. In applying for the above mentioned exemptions, it shall be the applicant's responsibility to furnish, as required by the Impact Fee Administrator, some of the materials and information necessary to

validate the exemption which may include, but are not limited to, the following:

- a) Old and new construction plans,
- b) Official Certificate of Occupancy and use records,
- c) Statements from owner stating past and proposed land use,
- d) Utility bills or receipts and
- e) Tax records.

### **C. Exemptions Based on Error or Misrepresentation**

Exemptions from payment of an impact fee based on error or misrepresentation shall be subject to the provisions found in part III.B.2 of this Administrative Manual.

### **D. Exemptions for Vested Building Permit Applications**

Applicants for building permits must meet the following requirements in order to obtain and maintain an exemption from the payment of impact fees:

**1. Complete Application For Permit Allowing Construction of a Building, Mobile Home Installation or Recreational Vehicle Installation.** The applicant must submit to the Impact Fee Administrator a completed application form with all necessary attachments, forms, and plans to meet the following requirements:

- a) Applications for residential building permits must meet all of the requirements of the items listed on the "Impact Fee Calculation Form," Attachment B.
- b) Applications for permits for mobile home installation must meet all of the requirements of the items identified on the "Impact Fee Calculation Form," Attachment B.
- c) Applications for permit for recreational vehicle installation must meet all of the requirements of the items identified on the "Impact Fee Calculation Form," Attachment B.

d) Applications for non-residential building permits must meet all of the items identified on the "Impact Fee Calculation Form," Attachment B.

2. The Building Permit application form must have been reviewed and assigned an application number by the Growth Management Department/Building Division. In addition, the date and time stamped by the Department of Building on the application form must be prior to the effective date of the ordinance.

3. Applicants whose requests for exemptions from impact fees are rejected may appeal the decision. See part XI of this Administrative Manual.

## IX. CREDITS

### A. General Conditions

Generally, an applicant may obtain credit for up to 100% of impact fees otherwise due or to become due by offering to dedicate land and/or construct improvements for County approved projects. Applicants should file an "Impact Fee Credit Application," Attachment C. Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

1. Credits may be available for:

**a) Voluntary and Required Improvements.** If a voluntary and/or required improvement meets a Alachua County identified public park or recreation, transportation or fire protection need, then credit may be given pursuant to this Chapter of this Administrative Manual; no credit shall be given for improvements or land dedications that do not serve a public park or recreation, public transportation or public fire protection need. An applicant may, however, obtain a credit for up to 50% of the Park and Recreation Impact Fee for private recreational facilities as provided in IX.C below.

**b) Required Improvements.** All mandatory or required dedications of park or recreation, transportation or fire protection improvements made by a feepayer, subsequent to the effective date of the appropriate impact fee ordinance, except for improvements not in the Capital Improvement Element of Alachua County's Comprehensive Plan, shall be credited on a pro rata basis against impact fees otherwise due or to become due for the development that prompted

the County to require such dedications or improvements, except as set forth below.

**c)** No credit shall be given for:

- 1) Private recreational facilities except as provided in IX.C below;
- 2) Private transportation facilities or services;
- 3) Private fire protection or suppression facilities or services;
- 4) Improvements which do not meet County or state design standards, whichever is applicable;
- 5) Improvements or land dedications that are not in the adopted Capital Improvement Element of Alachua County's Comprehensive Plan;
- 6) Transportation Improvements deemed to be site related improvements or pursuant to Alachua County Impact Fee Ordinances; or
- 7) Improvements or land dedications for which compensation has previously been given by a governmental body.

**d)** Construction of roadways that provide site related access and are identified on the Comprehensive Plan Future Traffic Circulation Map shall be eligible for transportation impact fee credit for the excess capacity provided. The roadway shall be constructed along the entire property boundary consistent with the Future Traffic Circulation Map in order to be eligible for the Credit.

**e)** All roadway projects and ROW dedication where Transportation Impact Fee Credits is provided shall be consistent with the Transportation Mobility and Capital Improvement Elements of the Comprehensive Plan. If a roadway project or the ROW to be dedicated is not in the Transportation Mobility and Capital Improvement Elements, then it shall be added during the next update of the Comprehensive Plan.

**f)** Credit shall be provided for the payment of a proportionate fair-share contribution made to Alachua County or the Florida Department of Transportation for facilities within unincorporated Alachua County that are classified as either collector or arterial per the Transportation Mobility Element of the Comprehensive Plan. For facilities not identified in the Comprehensive Plan, Credit may still be provided if

the Alachua County Board of County Commissioners agrees to add the facility to the Transportation Mobility Element during the next update of the Comprehensive Plan.

**g)** The authority to determine credit lies exclusively with Alachua County.

## **B. General Documentation and Procedures**

An offer to make capital improvements or dedicate land in lieu of paying impact fees shall be made in an application filed with the Impact Fee Administrator identifying the capital improvements and/or land dedications for which credits are requested. If Alachua County accepts such an offer, the credit shall be determined and provided in the following manner:

**1. Amount of credit requested.** The applicant shall specify the dollar amount of the credit requested. The costs claimed by the applicant as the basis for the credit requested shall be no more than fair market value as determined by the Impact Fee Administrator.

**2. Documentation.** It is the obligation of the applicant to submit written determination, to the satisfaction of the Impact Fee Administrator, that supports the amount of the credit requested and indicates the basis on which the amount requested was calculated. An applicant claiming credit for eligible capital improvements and/or land dedication shall provide the following information to the Impact Fee Administrator during development review and prior to application for final development plan approval, except for those projects approved prior to March 28, 2005:

**a) Construction of Capital Improvements.** The credit applicant shall submit a project description in sufficient detail and with cost estimates prepared by qualified professionals, to allow the Impact Fee Administrator to verify these cost estimates. Submissions shall include:

**(1)** Invoices or other appropriate documents delineating costs claimed as a basis for the requested credit, and

**(2)** The method of attribution of any general costs to the improvement for which credit is requested.

**(3)** In no case shall the cost for design, engineering, contingencies and overhead constitute more than 15% of the credit granted.

**b) Land Dedication.** When a person requests credit for land dedication for approved improvements, he/she shall present:

- (1) An executed document which properly conveys the property interest. The document must be approved by or prepared by the County Attorney.
- (2) A title opinion written by a licensed State of Florida attorney and rendered within thirty (30) days of submission thereof, the content of which is satisfactory to the County Attorney and verifying that the proffered deed will convey unencumbered title to the appropriate entity;
- (3) A certified copy of the most recent assessment of the property for tax purposes;
- (4) Applicants may submit property appraisals if they are prepared by qualified professionals. In preparing their reports, appraisers shall value the land in the following manner:
  - (a) If the dedication is made pursuant to a condition of zoning approval and the zoning condition does not specifically prescribe otherwise, the land shall be valued based upon the zoning of the land as it existed prior to the zoning approval which contains the condition of dedication;
  - (b) Otherwise, appraisers shall value the land at its then current zoning and without any enhanced value which could be attributed to improvements on adjacent lands.

**3. Determination of Credit.** The Impact Fee Administrator shall determine the credit for facility construction or land dedication. This determination shall be based upon either the cost estimates provided by the applicant or upon alternative engineering criteria, construction cost estimates, or property appraisals through the use of the methodology described in the relevant ordinance, if the Impact Fee Administrator determines that such estimates submitted by the applicant are either unreliable or inaccurate.

**a)** In determining credits the Impact Fee Administrator shall base credits for the dedication of land on the following values:

- (1) 120% of the most recent assessed value by Alachua County for purposes of property taxation; or

(2) At the option of the applicant, by fair market value established by appraisers acceptable to the County.

**b)** The written determination by the Impact Fee Administrator shall include the following:

(1) Whether the credit may be used to pay park and recreation impact fees, transportation impact fees or fire impact fees;

(2) The dollar amount of the credit;

(3) The reason for the credit; and

(4) The legal description or other adequate description of the project or development to which the credit may be applied.

**c)** The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the Impact Fee Administrator before credit will be given. If the applicant fails to sign, date, and return such document within 30 days, the Impact Fee Administrator will consider the credit application to be inactive.

**d)** No increase in the amount of approved credit will be authorized unless it is determined during actual construction of the agreed-to improvements that change orders are to be made incurring additional expense for items that are necessary and are not shown on the approved plans and estimates previously furnished to the Impact Fee Administrator. It shall be the fee payer's responsibility to obtain prior approval from the Impact Fee Administrator before all such change orders are made. All requests for an increase of the approved credit shall include all documentation required by the Impact Fee Administrator.

**4. Credit for Construction.** Except as provided in 5.c) below, credit against impact fees otherwise due will not be provided until:

**a)** The construction is completed and accepted by the County or the State, whichever is applicable.

**b)** A suitable performance, maintenance or warranty bond or irrevocable letter of credit, as may be required by the Impact Fee Administrator consistent with the provisions of Section III.B.3 is submitted to and approved by Alachua County Attorney; or

**c)** In the case of 4.e below, upon completion of the agreed-to construction improvements and upon acceptance by the appropriate



governmental authority pursuant to 4.a above, the Bond may be reduced to an amount and a time period as provided for by the County to cover a maintenance period for the improvements.

**d)** All design, construction, inspection, testing, bonding and acceptance procedures are in strict compliance with the then current County ordinances and policies of the County or other governmental agency, as they may be applicable.

**e)** Credit may be provided before completion of specified improvements if the feepayer posts security as determined necessary by the County Attorney and as provided below for the costs of such construction. Security in the form of a performance, maintenance or warranty bond or agreement, irrevocable letter of credit or escrow agreement (hereinafter referred to as the Bond) shall be posted with the County in an amount determined by the Impact Fee Administrator equal to 110% of the full cost of construction. The Bond shall be automatically renewable. In the event of cancellation of the Bond, notice of intent to cancel or not to renew must be given to the Impact Fee Administrator not later than 60 days prior to the renewal date. In such event of a notice to cancel or of intent not to renew, the Impact Fee Administrator shall be entitled to declare a default and collect the full amount of the Bond.

**(1)** If the construction project will not be completed within one (1) year of the acceptance by the Impact Fee Administrator of the offer to construct improvements, the amount of the security shall be increased by 10% compounded, for each year of the life of the security. The security instrument shall be reviewed and approved by the County Attorney prior to acceptance of the security instrument by the County.

**(2)** In the event that: (1) the County receives notification from the principal (guarantor) that the bond is being canceled before all agreed-to improvements have been completed and accepted by the appropriate governmental body; or (2) the County determines that terms of the agreement for construction as set forth in the Bond agreement are not being complied with, then the County shall, in accordance with the Bond agreement, default the Bond and collect the full amount of the Bond to be used for completion of the agreed-to improvements and other expenses. If the cost incurred by the County to complete the said improvements exceeds the amount received from the defaulted Bond, the County shall seek to recover their loss under the provisions of part III.B.2 of this Administrative Manual.

**5. Credit for Land Dedication.** Credits for land dedication shall be created when the following procedures have been completed to the satisfaction of the Impact Fee Administrator and the County Attorney and the title to said land has been accepted by the appropriate governmental body and recorded in the Official Records of Alachua County:

- a) The delivery to the appropriate governmental body of a deed, approved or prepared by the County Attorney, with sufficient funds to pay all costs of transfer of title including recording.
- b) The escrow of taxes for the parcel being conveyed for the current year, or the payment of said taxes for the year, prorated as of the date of closing.
- c) A title opinion, acceptable to the County Attorney, subsequent to recording of the deed and escrow of taxes.

**6. Transferability of Credits.** Impact fee credits shall not be transferable from one project or development to another.

**7. Withdrawal of offer by Applicant.** Any person who offers land and/or improvements in exchange for credits may withdraw the offer of dedication at any time prior to the transfer of legal title to the land or improvements in question and pay the full impact fees required by the appropriate impact fee ordinance.

**8. Credits Claimed.** Fee payers claiming credits shall submit sufficient documentation to permit the Impact Fee Administrator to determine whether such credits claimed are due and in what amount

**9. Cancellation of Credit.** Once used, credits shall be canceled and shall not be re-established. Impact fees paid by credit shall run with the land.

## **C. Credit for Private Recreation Facilities.**

An applicant may apply for credit against park and recreation impact fees otherwise due for private recreation improvements by filing a "Parks and Recreation Application for Impact Fee Credit for Private Recreation Facilities," Attachment D. In no circumstance shall credit for private recreation facilities exceed 50% of the park and recreation impact fees otherwise due.

**1.** The private recreation facilities for which credit is sought must be constructed or deed-restricted or otherwise set aside for recreational

purposes to serve the same purposes set forth for public parks in the Alachua County Comprehensive Plan.

**2.** An applicant wishing to receive credit for private recreational facilities shall submit a request to the Impact Fee Administrator – Attachment D. This request must contain:

**a)** Description and documentation on the private recreation facilities for which credit is sought, including:

**(1)** The nature or use of the recreation facilities, including how they will meet the requirement of public accessibility;

**(2)** The size of the facilities and the equipment or apparatus available to the users; including what portion, if any, of the facilities are required by the County's land development regulations and what portion exceed that required by the County's land development regulations;

**(3)** Adequate assurance of the availability of the facilities both to development residents or occupants.

**(4)** The public park or recreation purpose consistent with the County's Comprehensive Plan that is served by the private facility; and

**(5)** Documented Costs of the private recreational facilities.

**3.** The Impact Fee Administrator shall consult with the County Director of Growth Management and the County Director of Parks and Recreation on the application for credit. After review, the Impact Fee Administrator shall, within 30 days, notify the applicant of the results of the review. If the request for credit is granted, the Impact Fee Administrator shall notify the applicant of the granting and provide a letter stating the percentage of the park and recreation impact fee that would be applicable to the subject development. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate and return such signed document to the Impact Fee Administrator before credit will be given. If the applicant fails to sign, date, and return such document within 30 days of receipt, or 30 days after approval of the development made, whichever is later, the Impact Fee Administrator will consider the application to be inactive.

**4.** The decision of the Impact Fee Administrator may be appealed as set out in Chapter X of this Administrative Manual.

## **X. APPEALS.**

### **A. Procedure**

**1. Request for Reconsideration.** If the applicant or feepayer is dissatisfied with a decision from the Impact Fee Administrator he/she may, within 15 days of that decision, ask for reconsideration by the Impact Fee Administrator by submitting a letter which explains the nature of the feepayer's disagreement with the decision of the Impact Fee Administrator. On the basis of the feepayer's letter and the recommendation of the other departments, the Impact Fee Administrator shall, within 15 days of the receipt for the request for reconsideration, provide a written determination with respect to the request for reconsideration to the applicant or feepayer.

**2. Appeal to the County Manager.** All appeals from the Impact Fee Administrator's determination shall be made by filing a written appeal to the County Manager within ten (10) days of the Impact Fee Administrator's decision on the request for reconsideration by filing with the Impact Fee Administrator a notice of appeal specifying the grounds therefore. The appeals letter shall also include all background material with the appeals letter. The Impact Fee Administrator shall transmit to the County Manager all papers constituting the record upon which the action appealed from is taken. The County Manager shall thereafter establish a reasonable date and time for a hearing on the appeal, give due notice thereof, and make a determination on the appeal within a reasonable period of time following the hearing. Any applicant or feepayer taking an appeal shall have the right to appear at the hearing, to present their arguments through documentation and/or oral presentation, and may be represented by counsel. The Hearing is not an evidentiary hearing, nor is cross-examination permitted. The County Manager will 1<sup>st</sup> hear from Staff then from the Applicant, then the County Manager will have the opportunity to ask additional questions and for clarification. The County Manager will consider written information provided by Staff and the Applicant prior to the scheduled hearing. The County Manager shall make a determination as to whether or not to accept additional written information not provided for prior to the scheduled hearing.

**3.** Nothing in this Administrative Manual or in the impact fees ordinances is intended to preclude any applicant who is dissatisfied with the determination of the County Manager from seeking a judicial remedy.

## **B. Payment of Impact Fees Pending Appeal**

1. A certificate of occupancy will not be issued unless the impact fee as determined by the Impact Fee Administrator is paid in full, regardless of an appeal by an applicant.
2. Any reduction of impact fees resulting from a successful appeal shall be by refund of any excess amount paid at the time of the issuance of the Certificate of Occupancy with the refund to be paid within 60 days. No interest will be paid on a refund of any such overpayment.

## **XI. ENFORCEMENT**

### **A. Misdemeanor**

Knowingly furnishing false information on any matter relating to the administration of the impact fees ordinances to the Impact Fee Administrator, or any designee, shall constitute a violation thereof.

### **B. Code Enforcement**

In addition to the enforcement provision in part A above, those authorized to enforce Alachua County codes and ordinances may be requested by the Impact Fee Administrator and/or the County Attorney to enforce specified provisions of the impact fee ordinances.

## **XII. INDIVIDUAL FEE DETERMINATION GUIDELINES**

### **A. Introduction**

If a feepayer shall opt not to have the impact fee determined according to the fee schedule (Chapter IV of this Administrative Manual), then the feepayer shall prepare and submit an individual fee determination study in accordance with provisions of the appropriate impact fee ordinance and Chapter V of this Administrative Manual. The purpose of this chapter is twofold:

1. To provide an explanation of the impact fee determination found in Alachua County impact fee ordinances, and
2. To present guidelines for conducting individual studies to re-calculate the impact fee for a specific unit of development. While the individual determination of the impact fee by an individual is provided for in the Ordinances, the specific methodology and procedures for undertaking the individual study are elaborated upon in this Administrative Manual.

## **B. Recoupment of Cost**

1. The Impact Fee Administrator may require applicants pursuing an individual fee determination to reimburse the County for reasonable non-staff personnel and associated expenses the County incurs in order to adequately review and evaluate independent fee determinations.
2. The Impact Fee Administrator shall notify applicants in writing if the County intends to obtain and seek recoupment for non-staff personnel and associated expenses that it deems necessary to properly evaluate the application.
3. Subsequent to notification, the Impact Fee Administrator shall provide good faith estimates of the costs to be borne by the applicant.

## **C. General Methodology**

The impact fee calculation is based on the size of residential and non-residential structures within Alachua County. These fees represent equitable proportions of facility and land costs, less credits for payments made by new development toward those costs. The general formulas for the impact fees are:

## **D. Individual Fee Determination**

The impact fee schedules identified in Alachua County Impact Fee Ordinances were established based on active park usage, traffic generation or attraction and fire protection characteristics for land uses within Alachua County. While those characteristics and resultant impact fees were based on the best available data and sound planning practices, it is recognized that individuals may desire to conduct individual studies of their project's impact and recalculate their particular impact fee per unit of development.

**1. Park and Recreational Usage Studies.** The park and recreational usage characteristics used in Alachua County Park and Recreation Impact Fee Ordinance were based on recommendations by the consulting planners together with the County's staff and are to be found within the technical materials on record with Alachua County. However, individuals may desire and are permitted to conduct local, individual surveys of park and recreation usage to confirm or contradict the usage data used in the Schedule or to establish rates for land uses which are not identified in the Schedule. The methodology to be followed is summarized below:

- a) A minimum of three sites for the land use in question should be selected. The selected sites should be single use sites and should, whenever possible, be located in Alachua County.
- b) The site inventory and sites proposed for the survey should be reviewed by the Impact Fee Administrator. The Impact Fee Administrator must approve the sites to be surveyed prior to initiation of any survey.
- c) In addition to the general methodology described in a. and b. above, an independent Park Impact fee calculation may include an adjustment against the fee otherwise payable in the form of a credit for provision of private recreation facilities in accordance with Section IX.C.

**2. Transportation Studies.** The transportation data used in Alachua County Transportation Impact Fee Ordinance were based on recommendation by the consulting planners together with the County's staff and are to be found within the technical materials on record with Alachua County. However, individuals may desire and are permitted to conduct local, individual surveys of usage to confirm or contradict the data used in the Schedule or to establish rates for land uses which are not identified in the Schedule. The methodology to be followed is summarized below:

- a) A minimum of three sites for the land use in question should be selected. The selected sites should be single use sites and should, whenever possible, be located in Alachua County.
- b) The site inventory and sites proposed for the survey should be reviewed by the Impact Fee Administrator. The Impact Fee Administrator must approve the sites to be surveyed prior to initiation of the survey.
- c) The transportation study shall be consistent with the Trip Generation Handbook (latest edition) prepared by Institute Transportation Engineers

**3. Fire Protection Studies.** The fire protection characteristics used in Alachua County Fire Impact Fee Ordinance were based on recommendations by the County's consulting planners together with the County's staff and are to be found within the technical materials on record with Alachua County. However, individuals may desire and are permitted to conduct local, individual surveys of public safety and rescue to confirm or contradict the data used in the Schedule or to establish rates for land uses which are not identified in the Schedule. The methodology to be followed is summarized below:

- a) A minimum of three sites for the land use in question should be selected. The selected sites should be single use sites and should, whenever possible, be located in Alachua County.
- b) The site inventory and sites proposed for the survey should be reviewed by the Impact Fee Administrator. The Impact Fee Administrator must approve the sites to be surveyed prior to initiation of the survey.

**4. Other Studies.** Alternative data or studies submitted by an applicant shall be based on studies, as appropriate, conducted in Alachua County or at sites that are comparable to the proposed land development activity.

## **E. Cost/Revenues Studies**

The impact fee schedules identified in Alachua County Impact Fee Ordinances were established based on the estimated park and recreation costs, transportation facilities costs and fire facility costs and estimated land acquisition cost, and anticipated revenue sources.

While those factors and resultant impact fees are based on the best available data and sound planning practices, it is recognized that individuals may desire to conduct individual calculations of the improvement and land acquisition costs and the other revenue sources and to use those items in an individual determination of impact fees per unit of development.

Those individuals who desire to calculate individually the construction and/or land cost figures should base such calculation on a review of recent new construction and land acquisition costs within the area of Alachua County or reasonable comparables thereto. The ordinances require that these calculations shall be appropriate for the proposed land



development activity. The following information should be provided to the Impact Fee Administrator:

1. Facility type and name.
2. Type of improvement and number of acres.
3. Construction costs (including but not limited to survey, field administration, engineering, testing, design and the like) in current year dollars (exclusive of land).
4. Land acquisition costs (including but not limited to engineering, drainage, environmental mitigation, survey, appraisal and real estate fee costs) in current year dollars.
5. Calculated total cost for construction and for land.

#### **F. Other Considerations**

It is the wish of Alachua County to reasonably and proportionately distribute the cost of growth accommodating improvements. To this end, all individuals are encouraged to present any and all studies, data and information as part of an individual fee determination study that may be relevant to the issue of individual or collective proportionality. Such other data, studies, information or considerations should be prepared by individuals professionally qualified in their respective fields and must follow best professional practices.

### **XIII. AMENDMENTS**

All additions or changes to this Administrative Manual shall be subject to review and approval by the Board of County Commissioners as agenda items during the regular meetings of the Commission. Copies of this Administrative Manual as revised and approved by the Board of County Commissioners, and any subsequent amendments approved by the Board of County Commissioners, shall be made available to all County Staff who administer impact fees and shall be made available to members of the general public, upon request, at designated locations in Alachua County.

**XIV. EFFECTIVE DATE**

This Administrative Manual shall take effect upon adoption by the Alachua County Board of County Commissioners.

Approved this 30<sup>th</sup> day of October, 2007

ALACHUA COUNTY, FLORIDA

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

County Attorney

## **ATTACHMENTS**

### **Attachment A, Land Use Categories**

The types of structures in the Alachua County impact fee program are a division between residential and non-residential developments. Residential developments are structures designed for human habitation. Non-residential developments are all other structures requiring the issuance of a building permit or other appropriate permit from Alachua County.

#### **RESIDENTIAL LAND USES INCLUDE THE FOLLOWING**

1. Single Family Detached
2. Single Family Attached
3. Manufactured Homes
4. Townhouses
5. Villas
6. Duplexes
7. Apartments
8. Condominiums
9. Triplexes
10. Fourplexes
11. Retirement Communities (condominiums, apartments, etc.)
12. Group Quarters (congregate living quarters, dormitories, rooming house)
13. Accessory Apartments
14. Mobile Homes in mobile home parks, subdivisions, etc.
15. Recreational Vehicles in new, phased or seasonal RV Parks
16. Recreational Vehicles in developed RV parks which are required to get a building permit
17. Recreation Vehicles which require building permit for electrical hook-up, etcetera as well as land- use permit.

#### **NON-RESIDENTIAL LAND USES INCLUDE THE FOLLOWING**

##### **Hotel/Motels**

1. Hotel
2. Resort hotel
3. Motel

##### **Industrial**

1. Light industrial
2. Manufacturing
3. Mining

4. Assembly plants
5. Printing plants
6. Industrial park
7. Heavy industrial
8. Warehouses
9. Wholesale
10. Distribution centers
11. Storage yards
12. Lumber yards
13. Storage warehouses

**Office**

1. General office buildings
2. Attorneys
3. Accountants
4. Real estate
5. Insurance
6. Engineering, Survey, Planning
7. Government offices
8. Corporate offices
9. Office park
10. Research center
11. Financial / Investment Services (non-banking)
12. Non-Profit offices

**Medical / Dental Office**

1. Medical offices
2. Dental offices
3. Ophthalmologists
4. Optometrists
5. Opticians
6. Chiropractors
7. Veterinarian offices (except large animal, agricultural services)
8. Clinics

**Commercial**

1. Specialty Retail
2. Hobby Shops
3. Boutiques
4. Clothing/Apparel/Fabric stores
5. Alcohol / liquor sales
6. Copy / Fax / Package Sales
7. Small item repair

8. Jewelry/Watch stores
9. Spa, barber, salon
10. Dry cleaners
11. Billiards / Bowling
12. Bars / Tavern / Night Club
13. General Merchandise Sales
14. Personal Services
15. Business Services
16. Financial institution without drive-thru
17. Fast-Food restaurant without drive-thru
18. Coffee, bread, ice cream shop
19. Small electronics / phones
20. Restaurant without drive-thru

**Large-Scale Discount Retail Stores (20,000 FT<sup>2</sup> or more)**

1. Home Improvement
2. Electronics
3. Books / Music / Video
4. Apparel/ Clothing / Fabric
5. General Merchandise
6. Sporting goods
7. Toys
8. Pet Supplies
9. Office Supplies
10. Home furnishings
11. Furniture Store

**Recreation**

1. County Park
2. State Park
3. Playground (not used as an accessory use)
4. City Park
5. Regional Park

**Attachment B, Impact Fee Calculation Form**

**Alachua County  
IMPACT FEE CALCULATION FORM**

SECTION 1:

\_\_\_\_\_  
Property Owner Contractor

\_\_\_\_\_  
Permit Reference Number Permit Type

\_\_\_\_\_  
Property ID Number Job Address

The impact fees calculated herein have been determined based on the fee schedules adopted in Alachua County Code of Ordinances, Alachua County Park and Recreation Impact Fee Ordinance, Alachua County Transportation Impact Fee Ordinance, Alachua County Fire Impact Fee Ordinance. This form is authorized only for those building projects expressly identified above. Changes or modifications to the building referred to above or amendments to the impact fee schedules contained in Alachua County development impact fee ordinances shall render this calculation form null and void.

**ANY CLAIM FOR CREDIT OR EXEMPTION SHOULD BE PRESENTED AT THE TIME OF APPLICATION FOR A BUILDING PERMIT OR PERMIT FOR MOBILE HOME INSTALLATION AND MUST BE CLAIMED PRIOR TO APPLICATION FOR CERTIFICATE OF OCCUPANCY. ANY CLAIM NOT SO MADE SHALL BE DEEMED WAIVED.**

\_\_\_\_\_  
Signature Date

LAND USE CATEGORY \_\_\_\_\_  
FROM \_\_\_\_\_ TO \_\_\_\_\_  
NUMBER OF UNITS \_\_\_\_\_  
SQUARE FEET OF RESIDENTIAL HEATED AREA \_\_\_\_\_  
GROSS SQUARE FEET ON NON-RESIDENTIAL FLOOR AREA \_\_\_\_\_  
CHANGE IN LAND USE CATEGORY? ( ) YES ( ) NO  
SHELL PERMIT? ( ) YES ( ) NO  
CREDIT REQUESTED ( ) YES\* ( ) NO  
CATEGORY REVIEW REQUESTED ( ) YES\* ( ) NO

INDIVIDUAL FEE APPLICATION ( ) YES\* ( ) NO  
\*IF YES IS CHECKED, DETERMINATION MUST BE MADE PRIOR TO RELEASE

PLANNING AND ZONING RELEASE \_\_\_\_\_ DATE: \_\_\_\_\_

PARKS AND RECREATION IMPACT FEE

Residential

Square feet of heated area \_\_\_\_\_ at \$0.126 per square foot \_\_\_\_\_

Park and Recreation Impact Fee \_\_\_\_\_

Park and Recreation Credits Applied \_\_\_\_\_

Net Park and Recreation Impact Fees \_\_\_\_\_

FIRE IMPACT FEE

Residential

Square feet of heated area \_\_\_\_\_ at \$0.076 per square foot \_\_\_\_\_

Non-Residential

Gross Square Feet of Floor Area \_\_\_\_\_ at \$0.076 per square foot \_\_\_\_\_

Fire Impact Fee \_\_\_\_\_

Fire Credits Applied \_\_\_\_\_

Net Fire Impact Fees \_\_\_\_\_

TRANSPORTATION IMPACT FEES

**Urban Area Residential**

New Square feet of heated area \_\_\_\_\_ @ \$1.399 per foot \_\_\_\_\_

TND Square feet of heated area \_\_\_\_\_ @ \$1.22 per foot \_\_\_\_\_

Expansion sq. ft. of heated area \_\_\_\_\_ @ \$1.059 per foot \_\_\_\_\_

**Rural Area Residential**

New Square Feet of heated area \_\_\_\_\_ @ \$1.608 per foot \_\_\_\_\_

Expansion sq. ft. of heated area \_\_\_\_\_ @ \$1.156 per foot \_\_\_\_\_

Non-Residential

Gross Square Feet of Floor Area \_\_\_\_\_ at \$.\_\_\_\_ per square foot \_\_\_\_\_

Transportation Impact Fees \_\_\_\_\_

Transportation Credits Applied \_\_\_\_\_

Net Transportation Impact Fees \_\_\_\_\_

Service Area \_\_\_\_\_

TOTAL IMPACT FEES DUE AT TIME OF ISSUANCE OF CERTIFICATE OF OCCUPANCY \_\_\_\_\_

In the event of possible refund of Development Impact Fees paid, please provide the following names and addresses:

\_\_\_\_\_  
Property Owner Address

\_\_\_\_\_  
Contractor Address

### Attachment C, Impact Fee Credit Application

Alachua County impact fee ordinances provide for the donation of property or the construction of facilities in lieu of impact fee payments for development projects within the County. Accordingly, you are hereby requested to attach all documentation needed to determine applicable impact fee credit, if any.

Owner / Developer / Company Name:

Primary Contact:

Address:

City, State, Zip Code:

Telephone:

Email address:

Agent / Representative Name:

Primary Contact:

Address:

City, State, Zip Code:

Telephone:

Email address:

Development / Project Name:

Primary Parcel Number:

Final DRC Approval Date:

Number of residential units and type:

Non-Residential Square Footage and use:



Project / Land / Improvement / ROW identified on an Approved Plan:

MTPO Long Range Transportation Plan
Alachua County Parks Master Plan
Alachua County Fire / Emergency Medical Service Master Plan
Alachua County Comprehensive Plan
Other: Please Explain

Owner / Developer Signature:

---

Owner / Developer Print:

---

Date:

---

Agent / Representative Signature:

---

Agent / Representative Print:

---

Date:

---

\*\*\*\*\*  
**DEPARTMENTAL USE ONLY**  
 \*\*\*\*\*

Amount of Credit:

---

Basis for Credit:

---

Credit provided for:

---

**IMPACT FEE ADMINISTRATOR**

Signature:

---

Print:

Date:

---

Title:

---

**FINANCE & ACCOUNTING**

Signature:

---

Print:

Date:

---

Title:

---

**Appendix D, Alachua County  
TRANSPORTATION IMPACT FEE CREDIT APPLICATION**

Alachua County impact fee ordinances provide for the donation of property or the construction of facilities in lieu of impact fee payments for development projects within the County. Accordingly, you are hereby requested to attach all documentation needed to determine applicable impact fee credit, if any.

Provide copy of method used to determine ROW valuation (appraisal, property appraiser fair market value, alternative method)

Provide cost estimate of capacity project and documentation

Description of ROW Dedication (provide length, width, acreage)

Provide Copy of Plat or other documentation used to convey ROW to County

---

---

---

If applicable, provide percentage of ROW used to provide project access

---

---

Description of Transportation Capacity Project

---

---

---

Percentage of New Capacity Consumed by Development Traffic

---

---

---

## Attachment E, Parks & Recreation Impact Fee Application

### Alachua County APPLICATION FOR PARKS AND RECREATION IMPACT FEE CREDIT FOR PRIVATE FACILITIES

Alachua County Park and Recreation Development Impact Fee Ordinance establishes that park and recreation impact fees otherwise due may be reduced in recognition of the public benefit resulting from certain private recreational facilities. The Impact Fee Administrator will review the following to determine the amount of reduction, if any, to be approved.

I(a) DESCRIPTION OF RECREATION FACILITIES, INCLUDING SIZE AND TYPE OF FACILITIES:

---

---

---

---

---

---

I(b) SIZE OF FACILITIES REQUIRED BY COUNTY LAND DEVELOPMENT REGULATIONS: \_\_\_\_\_

I(c). SIZE OF FACILITIES IN EXCESS FACILITIES REQUIRED BY COUNTY LAND DEVELOPMENT REGULATIONS, i.e. (a) minus (b)= \_\_\_\_\_

II. DESCRIBE HOW THESE FACILITIES WILL MEET THE REQUIREMENT FOR PUBLIC ACCESSIBILITY (and attach a site plan illustrating this):

---

---

---

---

---

---

III. DESCRIBE THE ASSURANCES THE FACILITIES WILL BE AVAILABLE IN PERPETUITY (and attach relevant documents):

---

---

---

---

---

---

IV. DESCRIBE AND DOCUMENT HOW THE FACILITY WILL SERVE A PUBLIC PARK OR RECREATION PURPOSE CONSISTENT WITH THE ALACHUA COUNTY COMPREHENSIVE PLAN

---

---

---

---

---

---

---

---

V. ESTIMATED COST OF PROVIDING THE RECREATION FACILITIES FOR WHICH CREDIT IS SOUGHT (attach documentation):

- (a) Construction costs: \$ \_\_\_\_\_
- (b) Land costs: \$ \_\_\_\_\_
  
- (c). Total Costs (a) plus (b) \$ \_\_\_\_\_

VI. PARK IMPACT FEE DUE PER PARK IMPACT FEE SCHEDULE

\$ \_\_\_\_\_

VII. TOTAL REQUESTED CREDIT FOR PRIVATELY PROVIDED FACILITIES FOR THE DEVELOPMENT

(not to exceed 50% of V.): \$ \_\_\_\_\_

## **Appendix F, Alachua County FIRE IMPACT FEE CREDIT APPLICATION**

Alachua County impact fee ordinances provide for the donation of property or the construction of facilities in lieu of impact fee payments for development projects within the County. Accordingly, you are hereby requested to attach all documentation needed to determine applicable impact fee credit, if any.

Provide copy of method used to determine land valuation (appraisal, property appraiser fair market value, alternative method)

Provide cost estimate of new fire facility

Description of land dedication (provide square footage, acreage)  
Provide Copy of Plat or other documentation used to convey Land to County

---

---

---

---

---

Description of Fire Facility / EMS Equipment

---

---

---

Description of Fire Facility / EMS Equipment

---

---

---

## Attachment G, Public Notice

### NOTICE OF IMPOSITION OF TRANSPORTATION IMPACT FEE RATES

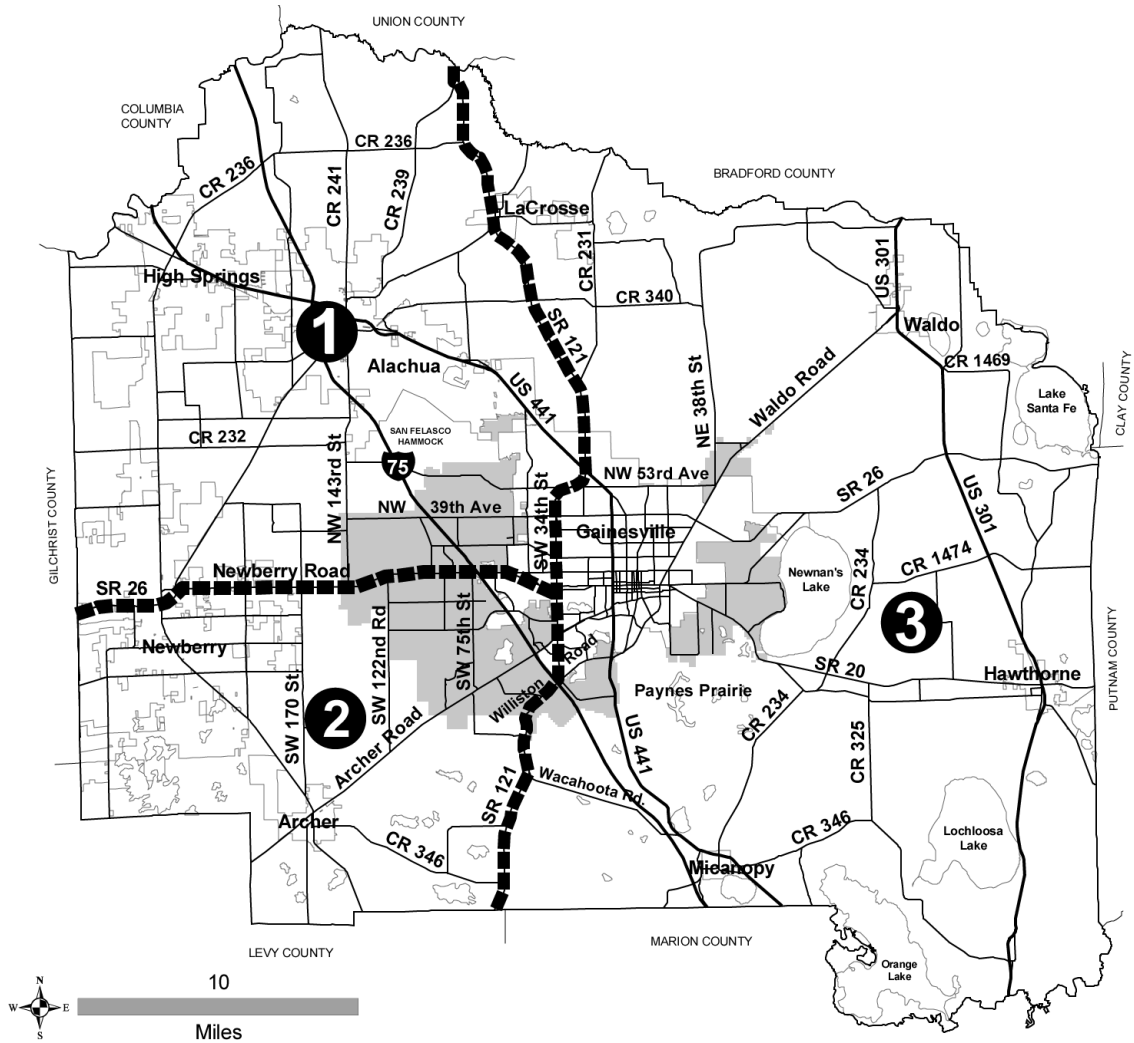
**NOTICE IS HEREBY GIVEN** that the Board of County Commissioners of Alachua County, Florida, on *Month Day, Year*, in regular session, at a properly noticed Public Hearing, adopted Alachua County Ordinance 07-\_\_\_, the “Alachua County Transportation Impact Fee Ordinance” authorizing the imposition of impact fees to fund capital roadway capacity projects to the Alachua County Transportation System necessitated by future growth. The Alachua County Transportation Impact Fee rates to be imposed were established pursuant to Resolution No. 07-\_\_\_\_\_ and shall be imposed upon all Transportation Impact Construction occurring within the unincorporated area of Alachua County and within the municipal boundaries of any municipality that has consented to the imposition of such fees. (The Transportation Impact Fee rates have been adjusted by the applicable inflation factors per Alachua County Ordinance 07-\_\_\_) The Transportation Impact Fee rates to be imposed commencing *Month Day, Year* for each Land Use Category are as follows:

TRANSPORTATION IMPACT FEE LAND USE CATEGORY	Rate

Transportation Impact Fee rates imposed by the Alachua County Board of County Commissioners through the adoption of Ordinance 07-\_\_\_ and Resolution 07-\_\_\_ shall be imposed upon all Transportation Impact Construction for which a building permit is applied for on or after *Month Day, Year* and shall be collected prior to issuance of a Certificate of Occupancy for such construction.

**DATED THIS** \_\_\_ day of \_\_\_\_\_, 20\_\_.

# Attachment H, Transportation Impact Fee Districts Map

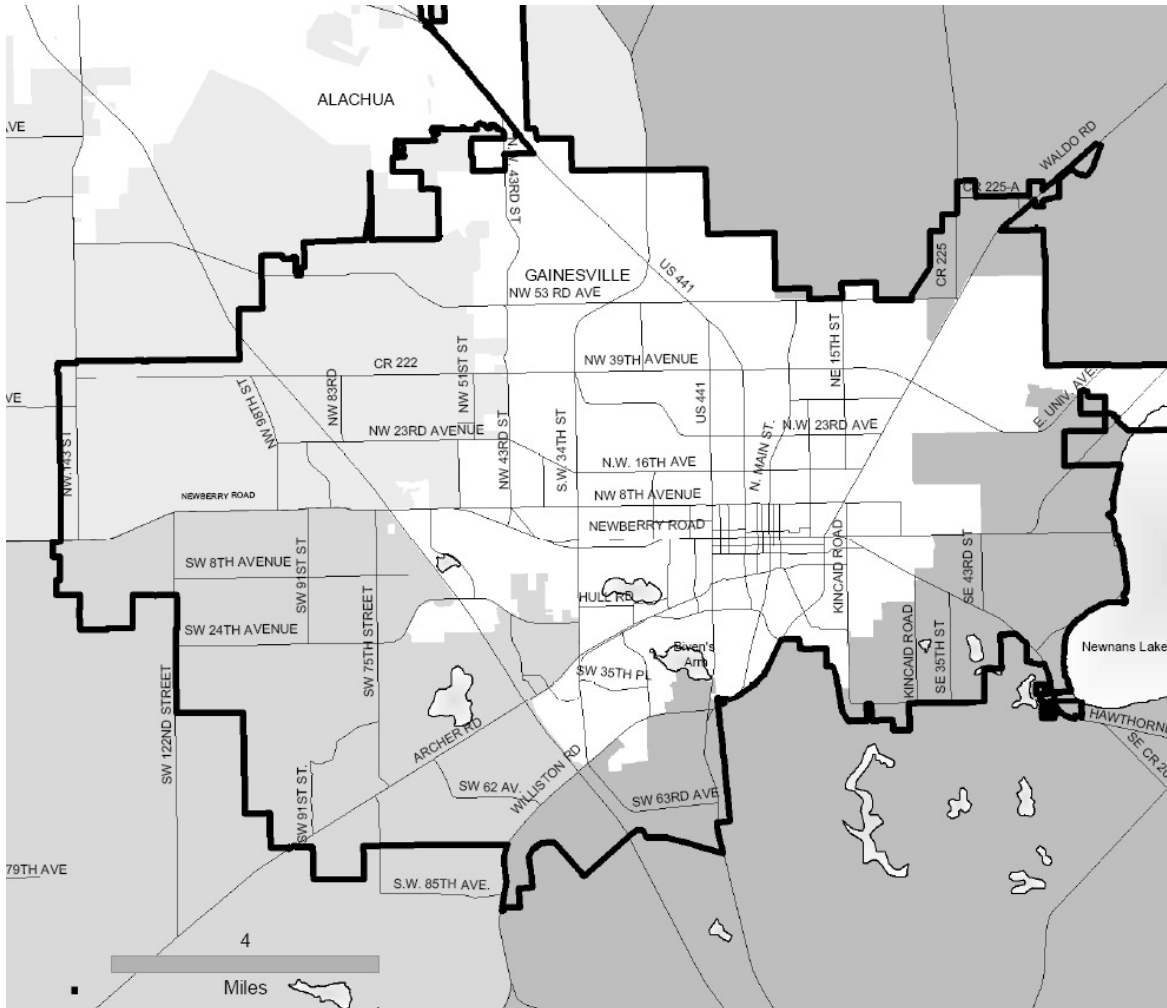


### Legend




- Urban Cluster
- District Boundary




District 1 (Northwest "NW")  
District 2 (Southwest "SW")  
District 3 (East "E")

### Attachment I, Urban Cluster Area Map



**Legend**

-  Urban Cluster
-  Water Bodies
-  Municipalities

-  District 1 (Northwest "NW")
-  District 2 (Southwest "SW")
-  District 3 (East "E")